



Travel

UT Department of Theatre • 206 McClung Tower • Knoxville, TN 37996

Individual travel associated with the University must follow the procedures outlined in this document. **Travel Request Forms** must be completed and approved before any purchases associated with travel are made and at least three weeks prior to any registration deadline if you would like the University to pay the registration. **Travel Expense Forms** must be submitted upon the completion of the trip in order to initiate reimbursement for approved expenses (expenses over your preapproved amount may not be reimbursed).

For **group travel**, the team leader does one Travel Request that covers everyone to the Main Office and a Projected Budget to the Business Manager. He/She is responsible for disbursing the per diem allowance and each traveler must sign for their allotment. The team leader files a single Travel Expense Form for everyone. (USITT and SETC are not considered group trips.)

Most reimbursements take 7-10 days. Foreign travel and travel with expenses classified as entertainment (which must be approved by a Vice Chancellor) will take longer. If you have direct deposit, your check will be deposited accordingly; otherwise, the check is mailed to the permanent address listed in the system.

THINGS TO NOTE

TRANSPORTATION: The University assumes ALL travel begins and ends in Knoxville. If your travel will start OR end at another location (i.e. leaving from home because the trip begins on a break), you **MUST** obtain a quote on the **SAME DAY** you book your travel for the cost of the trip *had you actually been going to/from Knoxville*. You will **ONLY** be reimbursed up to the amount of the quote to/from Knoxville. If you fail to obtain a quote, you will not be reimbursed at all. This is a University requirement and therefore non-negotiable. Persons whose travel is funded by the University are eligible for direct bill of airfare and should contact the Office for more info. **US Carriers MUST be used for air travel if they service the destination.**

REGISTRATION: You may submit a request to the Office **three** weeks before the registration fee due date along with all necessary (and completed) registration paperwork to have the University pay it in advance OR you can personally pay the registration fee and apply for reimbursement **AFTER** you return. **DO NOT CHARGE YOUR CONFERENCE REGISTRATION FEE TO YOUR PROCUREMENT CARD.** Note that membership fees, employment service fees, and other similar items cannot be paid for by the department. Fees for late registration may also be denied even if funding is available.

TRAVEL CASH ADVANCE LOAN: If you will be requesting a Travel Advance Loan, this request should be submitted at least two weeks before the advance is needed. A Travel Cash Advance is a **personal loan to you** from the Treasurer's Office. Up to 80% of the est. cost of the trip can be requested with Dept. approval. Items that can be direct billed are not eligible for cash advance. You will be given a date to check with Treasurer to get the loan money prior to your trip. The loan is repaid by filing an expense report with the Dept. which will then pay the Treasurer. If any portion of the loan is not repaid within the time limits established by the UT, funds will be deducted from your payroll and **NO** additional advance payments or Travel Cash Advances will be allowed.

TRAVEL FUNDING THROUGH THE DEAN'S OFFICE & GRADUATE STUDENT SENATE: Information, instructions, and deadlines regarding applications for travel funding thru the Graduate Student Senate can be found on the Dean of Students web site: <http://web.utk.edu/~gss/travelawards/information.php>. The College of Arts & Sciences Dean's office will only fund a graduate student once per academic year. If the department is not supporting the travel, the college will not support it. If GSS does not fund the request, the College will continue the support if it had been approved prior to forwarding the application to GSS and the department gives financial support. Sharon must be notified if you receive funding from these outside sources in order for the department (and therefore you) to actually acquire the appropriated funding.

TRAVEL REQUESTS

Travel Request Forms must be completed before any purchases associated with the travel are made and at least three weeks prior to any registration deadline if you would like the University to pay the registration. Please do not complete a Travel Request until you have finalized your plans. This form is available on the server at: \marian.cbt.utk.edu\common_files\resources\forms

The following information is required:

1. **Dates:** These must be accurate and cover all dates. Travel dates cannot be changed once they are entered into IRIS. If you have already purchased an airline ticket, please use the dates of air travel.
2. **Destination(s):** List each destination separately.
3. **Purpose:** Please enter a detailed description.
4. **Estimated Cost**
5. **Transportation Method:** The form does not request this, but please indicate your transportation in the "Other Comments" section (e.g. airline, personal car, rental car, bus, etc.).

TRAVEL EXPENSES

Travel Expense Forms must be submitted upon the completion of the trip in order to initiate the reimbursement process for approved expenses (expenses over your preapproved amount may not be reimbursed). This form is available on the server at: \marian.cbt.utk.edu\common_files\resources\forms

The following information is required:

1. Destination
2. Beginning Date and Time
3. Ending Date and Time.
4. Indicate if you are claiming mileage and attach either:
 - a. a mileage log including odometer readings and time notations for all stops along your route
 - b. a Google map using the exact address for your origin and destination
5. Indicate if you are claiming per diem, and, if so, which meals should be deducted (i.e. meals provided as part of a conference). Receipts are not required for per diem.
6. List each expense separately along with an explanation.
 - a. Taxi Receipts must indicate origin and destination. Taxis to dinner are not reimbursable.
 - b. If you are sharing a room with another employee, each employee must have his/her own receipt for their portion of the room. Hotel receipts MUST be itemized.
 - c. Telephone charges on a hotel bill must indicate to whom the call was placed and why.
 - d. If you pay a hotel rate that exceeds the maximum allowance for that city, you are responsible for the additional cost. If you stay at a conference hotel, you are allowed the conference hotel rate provided you provide official documentation of the conference rate.
 - e. Airline receipts must indicate the class of service. (Class L, Class T, etc.) and that they are non-refundable
 - f. Registration receipts should only be submitted if you are seeking reimbursement for registration fees you personally paid for.
 - g. Meals (incl. room service) are not directly reimbursable.