

RTF Department Guests: Travel Rules & Regulations

The following are rules that must be adhered to by guest speakers in order to be reimbursed, as stipulated by the Board of Regents. Apologies for any inconvenience these policies may cause.

Securing Travel to Austin

Ground Transport:

- If guest is local, department can pay for parking but not mileage.
- If guest is not local but is within driving distance, mileage can be reimbursed. Either point-to-point odometer reading OR Google Maps screenshot are acceptable.
- Mileage is reimbursed @ approved rate at the time travel occurred; as of January 2018, this rate is \$0.545 per mile.

Airfare:

- Guest can book coach airfare & be reimbursed for full cost.
- Guest can book upgraded airfare & be reimbursed for coach cost only unless you have a **pre-approved** exception for seat upgrade.
- Host can book airfare for direct billing via Anthony Travel.
- Travel can be reimbursed for checked bags if they provide a paid receipt.

Taxi:

- Taxi fare can be reimbursed with either a receipt or a travel log.

Securing Lodging

Booking Options:

- Guest can book lodging at the hotel of their choice & be reimbursed for up to \$209 (excluding taxes).
- Host can book lodging at a hotel or bed & breakfast that has a direct bill relationship with the Department at the UT rate. (See list of recommended vendors below.)

What Will Be Paid For:

- Lodging within allowable limits
- Local & occupancy tax (if UT books, we are exempt from State sales tax)
- Parking
- Guest will be asked to provide a personal credit card for other expenses (room service, movies, laundry, etc.)

Recommended Hotel Vendors

- [Hampton Inn](#) (close to campus)
- [AT&T Executive Conference Center](#) (on campus)
- [Radisson on Town Lake](#) (downtown)
- [Maiden Lane Guesthouse & Capitol Court Midtown Lodge](#) -
- [Star of Texas Inn](#) (22nd Street) (bed & breakfast)
- [Hotel Ella](#) (close to campus)

Meal allowance

- \$51/day is allowed as a meal per diem. Meals for just the traveler must be documented with paid receipts for all meals if daily total exceeds \$51.

For Reimbursement, you will need to:

- Fill out a payee information form (PIF) and an Authorization for Professional Services form, both of which should be provided for you by your host.
- Provide a copy of your driver's license or passport.