

# 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 Summer 2015, this rate is \$0.575 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 \$179 (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

*Please note that some of the rates below are available only if booked by a UT representative; if you have elected to receive an honorarium, you may not be eligible for the lower rates noted here.*

- [Hampton Inn](#) (close to campus) - \$99/night of UT rate. Point person: Stefani Mathis ([smathis@vistahost.net](mailto:smathis@vistahost.net))
  - For Hampton Inn, please note contact info was provided by John Brejot, UT-Moody College of Communication's Director of Development, for the RTF Speaker Series)
- [AT&T Executive Conference Center](#) (on campus): daily rate ranges from \$185 - \$520.
- [Radisson on Town Lake](#) (downtown) - \$85/night is UT rate when available
- [Maiden Lane Guesthouse & Capitol Court Midtown Lodge](#) - UT rate is \$129/night plus a cleaning fee of \$50/night.
- [Star of Texas Inn](#) (22<sup>nd</sup> Street) (bed & breakfast) - \$85/night is UT rate when available
- All rates are lodging only. Allowable tax is in addition to this.

## Meal allowance

- \$41/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 \$41.

## 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.