Secure funding. Apply for travel award or ask PI to pay for trip.

Web Form
Fill out Travel Authorization Request at:
https://utdirect.utexas.edu/apps/services/requests/
When your request is approved, you’ll receive email notification with an 11-digit “VE5” number.

Register for Meeting
Register early for best rates. PI’s procard may be used, except when lodging and meals are tied to registration. In this case, use personal credit card.

Abstracts
Submit abstract(s) and pay fee with PI’s procard.

Collect Required Receipts
Individual receipts for meals, mass transit, taxis, and parking under $100 are NOT required.
Examples of required receipts:
- itemized hotel invoice
- baggage fee receipt
- airfare receipt (if not charged to PI account)
- intercity mass transit receipts
- itemized restaurant + personal credit card receipts for multi-colleague official occasion

Book Flights
Log into Concur at:
https://www.concursolutions.com
> To debit PI’s account, choose the Rule Class called UTAustin Travelers. Will use 11-digit “VE5” number.
> To pay via personal credit card, choose the Rule Class called UT Business using Personal Credit card. Procards are NOT allowed.

Book Lodging
Pay with personal credit card. Postdocs/students should book double rooms, but each individual should make their own booking (ask to have reservation split on two personal credit cards). Collect itemized invoice listing your name and your room charges only.

Reimbursement
Fill out Reimbursement Form and submit all required receipts for reimbursement.