

# Archived-Travel Instructions

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## Please Note:

this page is no longer current for most information regarding travel, reimbursement, purchasing, and other related issues. Please visit our [Shared Services](#) page for current information.

## Overview

Each individual traveling, **including students**, must submit their own travel request.

- Travel requests must be sent to [caee-oru@engr.utexas.edu](mailto:caee-oru@engr.utexas.edu). Where applicable, a supervisor must be CCed on the request, and they must reply to the email with explicit approval before the RTA can be created.
- Submit your requests at least 2 business days prior to travel.
- **Late travel requests will not be approved** and reimbursement will not be allowed. **If you fail to submit an RTA prior to your travel, you will have to pay for the expenses out of pocket.**
- Travelers will fill out our internal [Travel Request Form \(RTA\)](#) [blocked URL](#) and submit it to [CTR-Admin@engr.utexas.edu](mailto:CTR-Admin@engr.utexas.edu). All travel requests must be submitted prior to the travel start dates.

Additional funding for travel is limited. Researchers can fill out the current [Request for Additional Travel Funding](#) form and send it to the director and CC: CTR Admin for approval. Please contact [CTR Admin](#) for more information about policy.



**DO NOT travel until you receive an automated email with your RTA number.**

[blocked URL](#)

Example RTA (Request for Travel Authorization) Email. If you do not receive the automated email with your RTA information and number, you should assume you don't have an RTA in place.

## TxDOT-sponsored travel

- For [out-of-state travel requests on TxDOT-sponsored projects](#), be sure to fill out TxDOT's University Out-of-State Travel Request form for approval before booking your trip.
- Requires [minimum of 10 business days](#) / 2 weeks for RTI approval.
- Administrators: Per TxDOT policy, all travel should contain the following information in the notes section of the VP5 or in the VE5: Name of traveler, dates, destination, purpose, and project number.
- You can only pay for your own travel. You cannot be reimbursed for someone else's accommodations or meals.

## TxDOT Out-of-State Travel

1. Submit [TxDOT Form 2632, Request for University Out-of-State Travel](#) (rev. 8/2016), to CTR Contracts at [ctrmain@engr.utexas.edu](mailto:ctrmain@engr.utexas.edu) (requires [minimum of 10 business days](#), i.e. 2 weeks, for RTI approval).

Subject: TxDOT Research Program and Out-of-State Travel

As stated in the Research and Implementation Manual (Chapter 11, Section 3), requests for the Research and Technology Implementation Office (RTI) to cover out-of-state travel costs must be submitted in writing at least two weeks prior to the travel. Since Project Director (PD) approval is also required, additional time should be allowed so that the PD has time to review and so that requests arrive to RTI at least two weeks prior to the travel.

It is important that the PD approve the travel and associated costs, preferably prior to submitting the request to RTI because it speeds up the process. The researcher has a better understanding of the need for the travel and can more effectively discuss the need with the PD. If the PD does not approve, it saves the researcher the time it takes to submit the request to RTI. If the PD does approve, a statement from the PD attached to the request hastens the approval process within RTI. However, RTI still needs at least two weeks prior to the date of travel for internal approval processes.

Please work with the university researchers to make sure that they are aware of this requirement. I have been receiving many requests a few days before the travel date. This does not allow adequate time for review and approval. If I do not receive the request in a timely manner, I will not be able to approve it.

In addition, please make sure that the benefits to TxDOT and to the project paying for the travel are clearly spelled out. I will be looking closely at these reasons and may not approve them if the benefit to TxDOT is not clear. I will also be looking closely at requests where two people from the same university are requesting travel to the same meeting or conference.

As you can imagine, out-of-state travel is subject to scrutiny by many sources. Since TxDOT is responsible for the expenditure of these research program funds, we need to be comfortable that these funds are being spent effectively and to the benefit of TxDOT. Further, if questions arise about these expenditures, I would be the one to answer to TxDOT Administration and others so it is important that I have good documentation should this occur.

Your attention to and cooperation in this matter is sincerely appreciated. Please feel free to contact me if you have any questions.

Thanks.

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2. Submit a [UT Request for Travel Authorization form](#) blocked URL to CTR Administration at [ctr-admin@engr.utexas.edu](mailto:ctr-admin@engr.utexas.edu)
  - [Please review UT's requirement for international travel blocked URL.](#)
  - **Information needed:**
    - Project number
    - Name of person traveling
    - Travel dates and destination
    - Sponsor and title if attending a seminar, workshop, or conference
    - Specific purpose and benefit to meet project objectives (very important for approval)
    - Estimated costs (should be according to [state guidelines for mileage, lodging and meals](#))
    - Other charges as needed should be explained in the other items/expense notes
    - Signature of employee and supervisor
    - Abstract of paper [for RTI review](#) if giving a presentation
  - Final approval will come from the Project Manager (PM) once the out-of-state travel request is submitted by the CTR Contracts Office.

### Things to consider:

- Dates of travel must be within the fiscal year of project.
- Was the travel budgeted in the project agreement?
- Is there money in the budget for this particular travel?
- How does this travel benefit TxDOT?



Tip: In the portion of the travel request form where you enter Estimated Costs, after entering the first cost, TAB to the next entry and enter. Keep tabbing for the remaining cost entries. The form will automatically calculate the costs. Before downloading, please read the important information concerning this document by clicking [here](#).