

GME Staff Travel Reimbursement Processing Form

Name: _____ Personnel Number: _____

Conference Start Date and Time: _____ End Date and Time: _____

Personal Start Date and Time: _____ End Date and Time: _____

It is the responsibility of the traveler to review and follow all UT travel policies before traveling.

This form along with all necessary original receipts must be returned to Kirsha Smith in the GME Office for reimbursement. Once the expense report is prepared, you will be contacted via email and it will be sent to Accounting for final approval. Once Accounting approves, the payment will be direct deposited into your bank account on file. **It generally takes 5 to 10 business days for your reimbursement to be direct deposited after final approval.**

Due to IRS regulations that state any travel not reimbursed with 60 days may be deemed taxable income, the GME Office requires all travel to be submitted to GME no later than 30 days after the completion of the travel. Failure to turn in all documentation within 30 days will require a written explanation as to why this requirement was not followed before the travel will be processed and the reimbursement may be taxable.

Hotel Reimbursement: \$ _____

You must attach a hotel receipt that shows a zero balance. If you stayed at the Conference Hotel you will be reimbursed up to the conference rate plus taxes, but you **must attach the brochure that lists the hotel and rate**. Listing of the hotel and not a rate is not sufficient documentation to be reimbursed. **If the room block at the conference rate is full or if you waited until after the deadline you will not be reimbursed more than the conference rate to stay at an alternative location.** The hotel receipt must be in your name. If you did not stay at the conference hotel you will be reimbursed for up to the federal per diem plus taxes for that city.

Airfare: \$ _____

You must attach a copy of your receipt that includes your itinerary, the cost of the ticket with a zero balance, and the **designation or code for coach fare**. Original receipt is required for baggage fee.

Rental Car: \$ _____

You must attach a paid rental car receipt. The University will not reimburse for insurance or other extra charges such as GPS. If you rented a car from Memphis you must have a rejection letter/email from UT Motorpool. You must also attach original gas receipts for reimbursement.

Mileage: # Miles _____ (only if you drove to the conference)

If you drove your personal car to a conference you will be reimbursed the current per mile rate.

Taxi or Toll: \$ _____

Taxis or tolls that are under \$10 do not require a receipt. Any amount \$10 or over must have a receipt attached with any tip not to exceed 20%. **You must state where you went, i.e. airport to hotel.**

Food:

You do not need to attach receipts for food. The University pays a per diem based on the city you are traveling to.

Other: \$ _____

Attach receipts and an **explanation** for any other expenses that need to be reimbursed.

Notes:

- If you have questions regarding UT travel policy you should first review the policy at the website below and if you still have a question you need to contact the Accounting Office for a final answer
- If you are given incorrect information from your program you will not receive an exception to policy; always verify with the Accounting Office
- Travel insurance is not reimbursable by the University.
- Using a package deal (such as Expedia) will likely delay your reimbursement
- Package deals must break down the charges separately, i.e. hotel cost, airfare cost, taxes, etc.
- The Accounting Office, not GME, makes the final determination as to interpretation of the UT travel policy and what is acceptable documentation
- For international travel, all receipts must be converted into US dollars

Websites:

- GME www.uthsc.edu/gme
- Federal CONUS Per Diems www.gsa.gov/perdiem
- UT Motorpool www.uthsc.edu/facilities
- UT Travel Policy finance.tennessee.edu/travel

Signature: _____ Date: _____

Signature and date attesting that I have read this form and the attached documentation is accurate.