**UHD Travel Request Checklist**

**Travel Request**

All UHD travel needs to be approved in advance of the trip via a Concur Travel Request.

**Business vs Personal**

* For domestic travel, transportation costs to/from the business destination may be paid or reimbursed if business days exceed personal days. Otherwise, transportation costs will not be paid or reimbursed.
* For foreign travel, transportation costs to/from the business destination may be paid or reimbursed if approved by the appropriate Vice President.
* Meals and Lodging expenses on personal days and all expenses associated with personal activities are not covered by the university.

**Documentation requirements**

* **Conference –** Conference agenda/announcement showing the location and dates of the conference must be uploaded to the applicable Travel Request or Expense Report in Concur.
* **Non-Conference –** A daily itinerary/agenda supporting the business purpose for each day of travel must be uploaded to the applicable Expense Report in Concur.

**Airfare**

Airfare is limited to economy/coach class. Cost-upgrades to First Class, Business Class, Economy Plus, Comfort+, Business Select, Seating Upgrade, etc. are not allowed. However, certain additional fees (e.g., early bird, assigned seating, extra leg room) are allowed without justification. Additional accommodations due to medical issues will need to be approved via the policy exception request.

Airfare that includes a personal destination cannot be charged on a UHD Travel Card. Reimbursement will be the lesser of the actual ticket (including personal destination) and an airfare quote (containing only business destinations).

**Hotel/Conference Hotel**

If you are staying at a conference hotel, document with the published rate must be uploaded to the Concur Expense Report. Lodging is allowed if the specific location with the published rate was provided by the organization offering the workshop/conference/training, or Vice Presidents’ approval is provided.

**Meals**

The university pays or reimburse travel meal expenses based on [Per Diem](https://fmx.cpa.texas.gov/fmx/travel/textravel/meallodg/index.php) according to the

[Per diem rates | GSA](https://www.gsa.gov/travel/plan-book/per-diem-rates?gsaredirect=portalcategory).

**Rental Car –** Rental cars are limited up to a full-sized vehicle. SUV/Van is allowed if 3 or more business

travelers in part. When traveling for UHD Business, Employees are highly encouraged to book with [the State Contracted Rate](https://comptroller.texas.gov/purchasing/programs/travel-management/rental/)s in Concur. This rate is fixed and includes comprehensive insurance coverage.