

## UTK NE Department Travel Guide

The University will either directly pay for, or reimburse travelers for travel expenses that are necessary for the traveler to facilitate University business purposes. The most common business purposes are conference travel, collaborations / meetings, research experiments, professional development / training.

We often charge travel to sponsored projects, and certain agencies have more stringent travel policies. It is best practice to notify the NE Dept. of future travel in order to best avoid potential issues and streamline reimbursement duration.

### Notify NE Dept of Travel:

The NE travel team requests that you make us aware of any upcoming travel by emailing us at [netravel@utk.edu](mailto:netravel@utk.edu). Please copy in your advisor/professor to confirm where your travel will be charged. This allows us to help track your travel to help make sure you get reimbursed and it helps us to be aware of spending on accounts.

- It is recommended to notify the dept. at least 2 weeks prior to your trip if domestic, 20 days if international
- If you are traveling **internationally**, you **must** enter 2 separate travel requests at least 20 days prior to traveling:
  1. You must **submit a request to the university's Center for Global Engagement Office (CGE)**. They must approve your travel prior to leaving the country. This request must be completed by you: <https://cge.utk.edu/travel>
  2. Once CGE has approved your request, **please notify [netravel@utk.edu](mailto:netravel@utk.edu). so we may enter your DASH international travel request**. This is required for reimbursement of your expenses. You may enter this request yourself, or please make us your travel delegates in DASH so we can enter this for you.

Please make Caitlin Darden, Gina Seifert, and Sarah Obenschain travel delegates on your DASH profile. This will allow us to assist in travel and reimbursement requests.

<https://www.uthsc.edu/graduate-medical-education/policies-and-procedures/documents/travel-delegate.pdf>

### Prior to Travel—**check UTK Travel Policy**:

Please read and familiarize yourself with UT Travel policy. Keep in mind -if you are traveling on sponsored project funds to check your specific sponsor requirements.

<https://policy.tennessee.edu/procedure/fi0705-travel-procedures/> - Attached is the travel procedures pdf highlighted with areas that periodically cause the most delays in reimbursement times.

- Please visit us in 421 if you have travel questions or would like assistance with booking. We are happy to walk you through the process.

### **Booking Travel:**

Be aware of the CONUS and OCONUS rates as you book travel. These dictate your allowed reimbursable amount. You will want to book at the government rate. UT will reimburse up to 150% of the CONUS rate if there are no government rate options available. (One exception is conference travel if the hotel is named / negotiated as the preferred hotel location. This will generally be included in the conference documentation.)

Domestic Rates - <https://www.gsa.gov/travel/plan-book/per-diem-rates>

International Rates - [https://aoprals.state.gov/web920/per\\_diem.asp](https://aoprals.state.gov/web920/per_diem.asp)

We recommend to not book travel through third party sites such as Booking.com, Expedia, etc. These companies will not provide the detailed **itemized** receipts UT requires for reimbursement and can cause reimbursement delays or issues. Sometimes these sites have hidden fees as well.

UTK has a booking tool accessed through DASH, called **Get There**. Get There is connected to UT's travel agent, World Travel. This is the preferred booking tool of UT. Booking through **Get There** provides you 24/7 access to World Travel in case of emergencies while traveling. Phone 877-210-8189, or [ut@worldtrav.com](mailto:ut@worldtrav.com)

You may also book directly with hotels, airlines, etc. However, make sure to stay within UTK travel policy.

- **Personal travel:** if you are taking personal travel combined with business and flying out of another location, please provide us with a round trip Knoxville to business location airfare comparison taken *ahead* of your travel. UTK will reimburse the cheaper of the 2.
- **Conference travel:** if you are traveling for a conference, please provide us with a conference agenda or something providing us the conference dates. If you are staying at a conference specified conference hotel, please provide us with the conference hotel information. UT will reimburse the published conference hotel rate if it's higher than CONUS/OCONUS rate.

NE Travel staff do have travel cards. We can assist with booking airfare or conference registration in order to minimize financial burden. The traveler must book lodging since hotels frequently require a card on file when checking in.

### **Travel Expense Reimbursement Process:**

1. **Domestic:** When an employee must travel within the United States for a University-business purpose, the employee may incur travel expenses starting **one day each way before and after the event**.
2. **International:** When an employee must travel internationally for a University business purpose, the employee may incur travel expenses **two days each way before and after the event**.

As soon as you return from travel, please submit a T3 form that lists out your trip details and all your itemized receipts to [netravel@utk.edu](mailto:netravel@utk.edu) so we may enter your expense report. If you have not traveled before, we are happy to email you a copy of the T3 form.

Receipts **must** include: date of purchase, name on airfare, car rental, or lodging receipts, and last 4 digits of the card # that was used for purchase. All receipts must show the payment was charged, not just a confirmation or invoice. Hotel receipts **must** be itemized and include nightly rate and taxes broken out—Travel will not accept a booking confirmation.

Please include detailed comments regarding your trip, especially if you have ground transportation such as Uber. Please include comments for each trip ( i.e. uber from airport to hotel) to assist us with entering your expenses.

International travel receipts **must** be translated.

if you receive a GSS award or any type of external financial assistance for your travel, please let us know before we process your reimbursement so we may charge your travel correctly.

*Keep in mind that travel does go through several auditors and review stages, so please provide as much detail as possible, correct receipts, and respond timely as you are awaiting entry of your expense report. If a correction needs to be made, it can cause your report to go back through the Travel Audit queue.*

Questions? reach out to [netravel@utk.edu](mailto:netravel@utk.edu) or visit us in ZEC 421