

**Do I need receipts for meal reimbursement?**

Receipts for meal reimbursement are not required and UHD will continue utilizing the federal travel regulation (GSA) meal rate for the location. [Per Diem Rates | GSA](#)

**How do I reduce the amount of meal reimbursement (ex: traveler is leaving mid-day or conference pays for one meal).**

Should you need to modify a meal or two you may divide the GSA rate by 3.

**What is considered lavish or extravagant on travel?**

Anything over 200% of the GSA rate. This is not allowed. Additional approval required.

**Can I share lodging with another state employee?**

Yes, however, the hotel bill must show 2 forms of payment or obtain 2 receipts with each recipient's name.

**Who is eligible for a travel card?**

An employee of the university for the purpose of making university travel related purchases. The employee is billed and responsible for payment for charges made with the Corporate Travel Card.

**How do I request a travel card? [DocuSign @ UHD - Home \(sharepoint.com\)](#)**

Complete a [Travel card application](#) at least 10 business days prior to departure date.

**Can I charge room service to the Individual Travel card?**

No, please review your hotel bill prior to checkout. Incidentals and meals should be paid separately and be reimbursed after the trip is completed.

**Can I claim meals on one-day trips?**

No, meals cannot be claimed on non-overnight travel.

**Where do I get a tax-exemption form for the hotel in Texas where I am staying?**

UHD Travel Website: [Hotel Occupancy Tax Exemption Certificate \(uhd.edu\)](#)

**I have a business trip to New Orleans; may I get reimbursed for mileage?**

An airfare quote must be obtained prior to travel when claiming mileage out of state. Reimbursement is limited to the airfare quote.

**How long after my trip do I have to submit my expense report to the travel office?**

Expense reports (Commonly known as the Travel Voucher) must be submitted within 60 days after travel is completed. Expense reports submitted after 60 business days will be considered taxable income.

**I have a personal emergency and will not take the trip after all. What do I do?**

If a trip is cancelled or changes need to be made, please contact your department travel arranger, and email the Travel Office at [uhdtravel@uhd.edu](mailto:uhdtravel@uhd.edu)

**I am taking my spouse with me; can the travel office book my spouse's or partner's airfare when booking mine?**

No, we can only book employees' travel. When taking your spouse or partner on a business trip, you must arrange and book personal tickets separately.

**The only expenses I will have on my trip is the registration. The conference is paying for everything.**

We do not accept travel authorizations for registrations only in the Houston Metro Area. Contact your department travel arranger if you have questions.

**After a group travel, I have a handful of receipts to go along with my Group expense report. Can I just place it all in an envelope?**

No, do not submit loose receipts; please tape them to a sheet of paper, and try to avoid taping over the printed areas.

**I have questions before going on my trip, too many to email. Can I make an appointment with the travel office?**

No, please contact your department Admin first and if you need further assistance, email [uhdtravel@uhd.edu](mailto:uhdtravel@uhd.edu) to make an appointment with a travel staff member for assistance.

**Can I pay for my hotel and airfare on my own and get reimbursed? Do I still need to fill out a TR?**

Yes, travel must be approved prior to traveling.

**If I get an Airbnb, will all charges be covered?**

Yes, with prior approval from supervisor and department head.

**Can I get reimbursed if I pay for travel before my travel request is fully approved to save money?**

YES, Prior approval required and reimbursement after the trip is completed.

**I'm concerned that the conference hotel will fill up quickly. Should I hold a room at the conference rate on my credit card while I wait for my TR to be approved?**

Yes, conference hotels can be reserved separately because Concur does not reserve conference hotels.

**What if I cannot get a hotel priced at or below the approved government rate (GSA Rate)?**

An Actual Lodging authorization form must be completed lodging rates above the approved GSA rate. Also, depending on the amount it is at the discretion of the VP or designated signatory authority.

**Do I need to submit a hotel receipt even if the hotel has been paid for by UHD?**

Yes, you must obtain a zero-balance receipt/portfolio from the hotel at the end of the stay.

**I noticed that in my profile in Concur, there is a credit card already assigned to my profile. Should I just purchase my airline and hotel arrangements using this card?**

A Travel Request must be submitted and approved prior to making purchases for airfare and lodging, etc.

**My name on my Concur profile does not match the name on my driver's license. How do I change this?**

Contact the UHD Travel office at [concurtravel@uhd.edu](mailto:concurtravel@uhd.edu)

**What if I am vegan and the conference provides meals but there are no vegan options. Can I be reimbursed for purchasing my own meals since I am unable to eat the conference meals?**

Yes, you may be reimbursed based on the current GSA rates. If possible, provide supporting documentation showing no vegan meal options will or were provided.

**If a group of us are traveling from UHD and we reserve a larger vehicle via Lyft or Uber. Can one person pay for the expense and then be reimbursed, even if the cost is more expensive of the need for a larger vehicle?**

Yes, provide justification for the need of a larger vehicle.

**What happens if I get injured or sick while on business travel for UHD?**

Notify your department so arrangements can be made to get you home safely.

**What if students are traveling independently, is a separate Travel Request required?**

Yes, a separate Travel Request and Student indemnification form is required for each student.

**Can I be reimbursed for tips to drivers and/or hotel staff?**

Yes, allowable tips are not to exceed 20% of the transaction amount and documentation is required for reimbursement.

**Can I book my Conference hotel in Concur?**

No, Concur cannot book conference hotel rates. All conference hotels will need to be booked directly on the conference website or by calling the phone number provided.