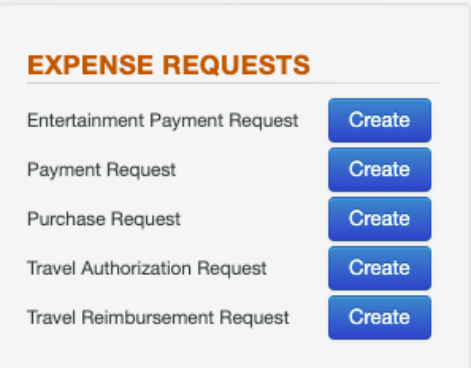
Travel Reimbursement Request System Overview

Purpose – used to initiate the reimbursement of travel expenses: airfare, hotel, car rental, mileage, registration fees and membership dues.

- You will primarily refer to the Expense Requests to make new requests and/or My Requests to track your request. Ignore all other sections on home page.
- URL: https://utdirect.utexas.edu/apps/services/requests/

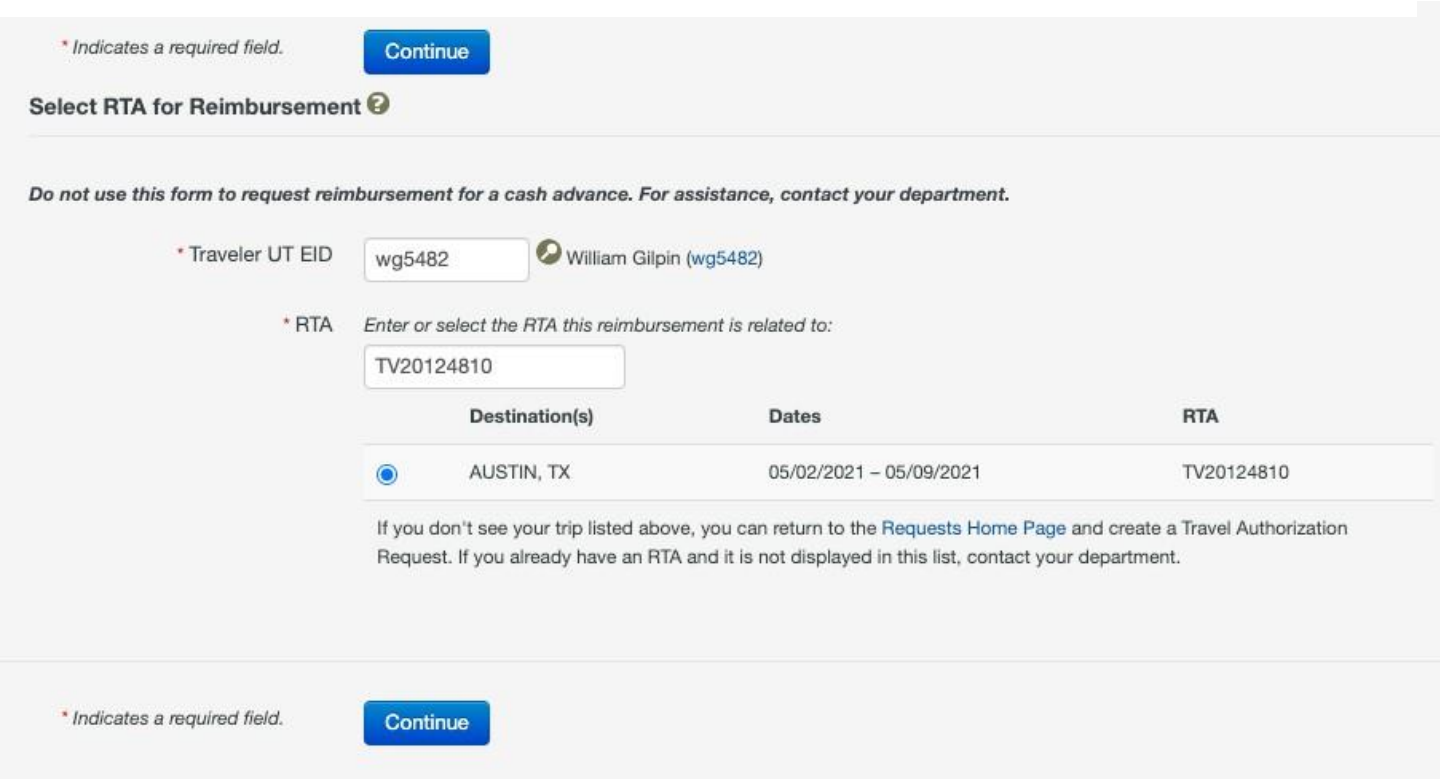


How do I submit a travel reimbursement request?

- Select "Create" under *Travel Reimbursement Request* which will take you to the *Reimbursement Request* page (screen shots below)
- Refer to the **"?"** in each section header for helpful hints
- ***Please note – this is for Travel Reimbursement ONLY. If you have any other kind of reimbursement, please use "Payment Request"***

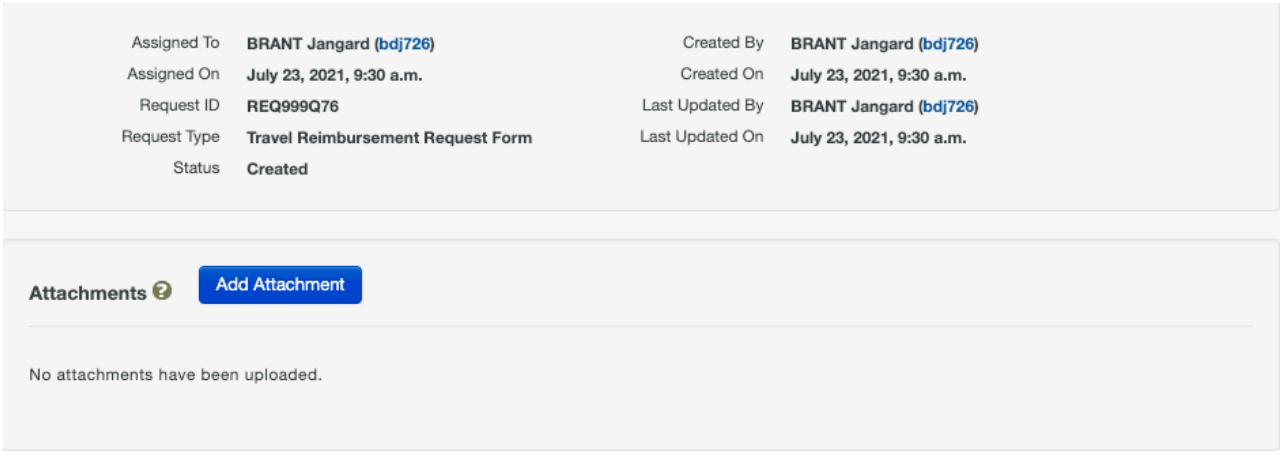
Travel Reimbursement Request Screen

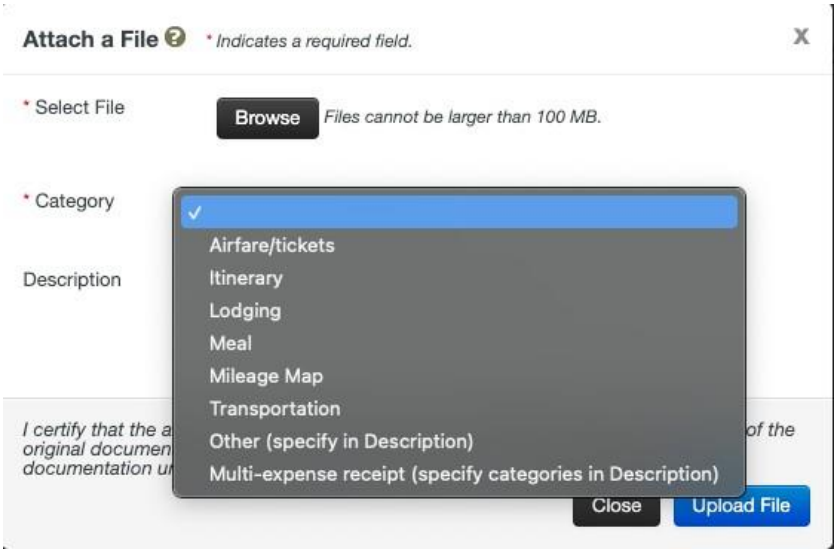
- Enter EID of traveler and RTA number.
  - If you have multiple trips (RTAs) select the appropriate document that corresponds to the trip you are requesting reimbursement.
- Select Continue



Travel Reimbursement Request Screen

- Once you select “Continue” from the main screen you will navigate through the following selections:
  - Attachments
  - Request Information
  - Travel Information
  - Reimbursement Information



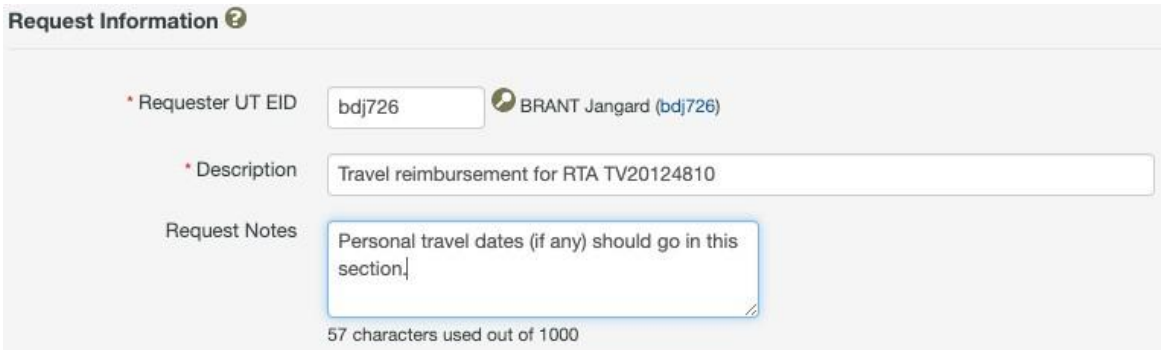


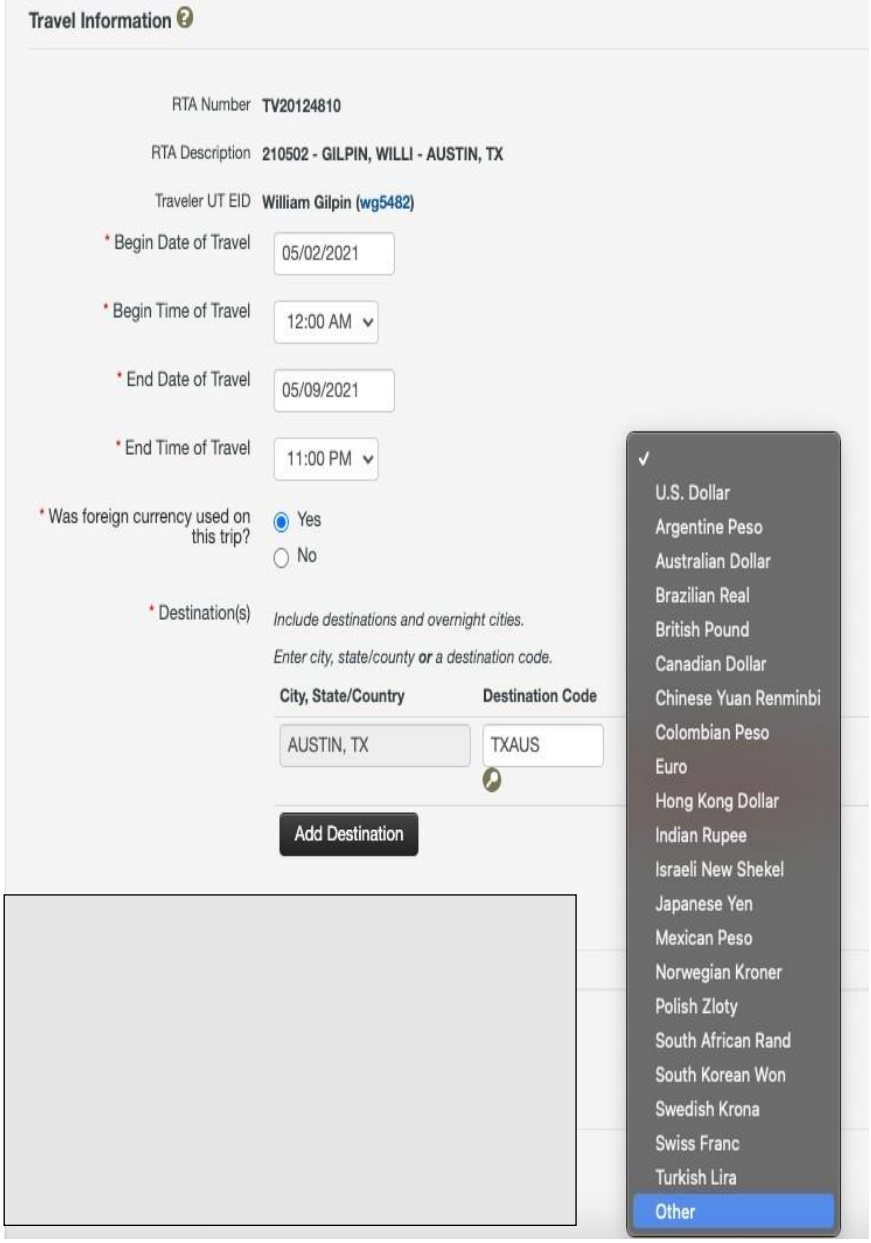
Attach Receipts for Reimbursement

- Use “*Add Attachment*” button to upload travel receipts individually ***or*** scan all as one document and upload as a multi-expense receipt.
- Receipts must be clear and legible
- Receipts must be attached, receipts emailed to the Travel Group will not be accepted.

Request Information Screen

- The Requester UT EID and Description fields below will automatically populate based on the RTA information.
- Any personal travel dates should be put in the Request Notes section





Travel Information

- ***Begin or End Date of Travel:*** automatically pre-populated based on the RTA. Date can be modified one day prior or after if necessary.
    - If the new travel start date is more than 24 hours either before or after the original RTA travel date, save your request and notify the Travel Group (travel@csr.utexas.edu) immediately as we will need to make a modification prior to your reimbursement being processed.

- ***Begin Time of Travel*****:** Enter 12:00 AM as your starting time as it allows more flexibility with the 24-hour window mentioned above

- ***End Time of Travel:*** Enter 11:00 PM

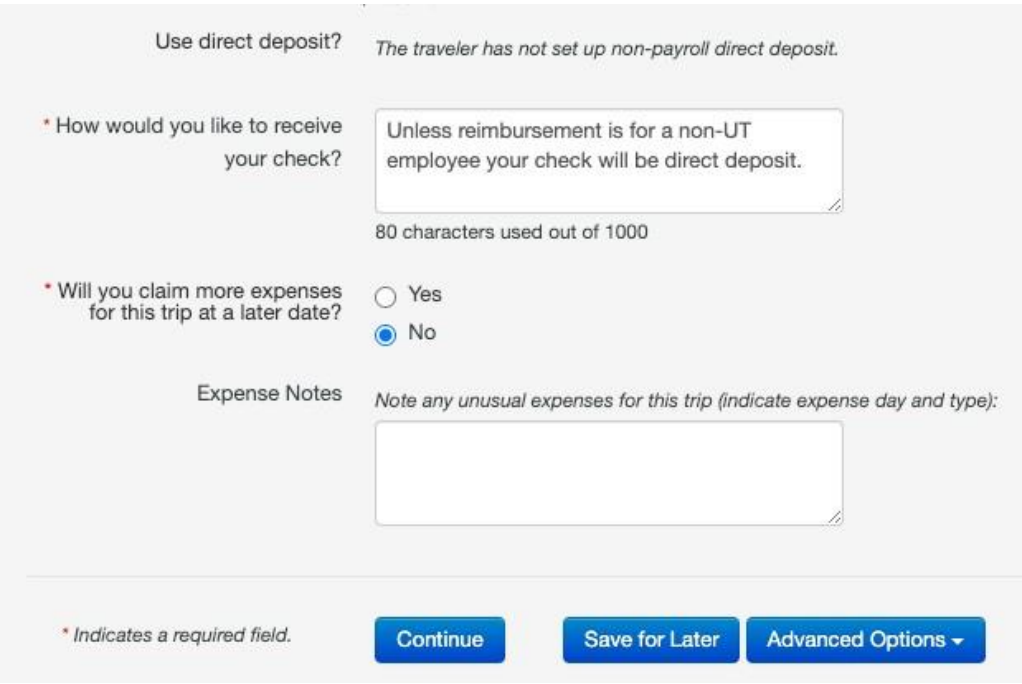
- ***Was foreign currency used on this trip:*** Make your selection (see example to left). If *yes* you will need to enter in the currency type used. If *Other* is selected here a new field will appear (see below) and you must specify the currency.

- ***Destinations*****:** Select magnifying glass icon to search cities and states where traveled to. You must include all locations that you visited and have receipts for. Exclude layover cities unless you stayed overnight.

Reimbursement Information

In the *Reimbursement Information* section, you have two options:

- Request assistance to itemize expenses on your behalf by the Travel Team. Add a note in the forthcoming Assignment field
- Itemize your own receipts –skip to ***page 7*** for directions on itemizing.
    - Centers with dedicated admin support will be required to itemize receipts for their center's members.



Reimbursement Information, cont.

- *Direct Deposit:* Unless the reimbursement is for someone outside of UT the reimbursement will be directly deposited in your account.
- If you anticipate more expenses related to this trip that you will need reimbursement for please select "Yes." If you select no you will not be able to process any future expenses on this form.
- If you have any additional information that is relevant to this request, please enter it into *Expense Notes.*
- Select Continue to move to the final step of assigning the request
- If you need more time, select Save for Later.

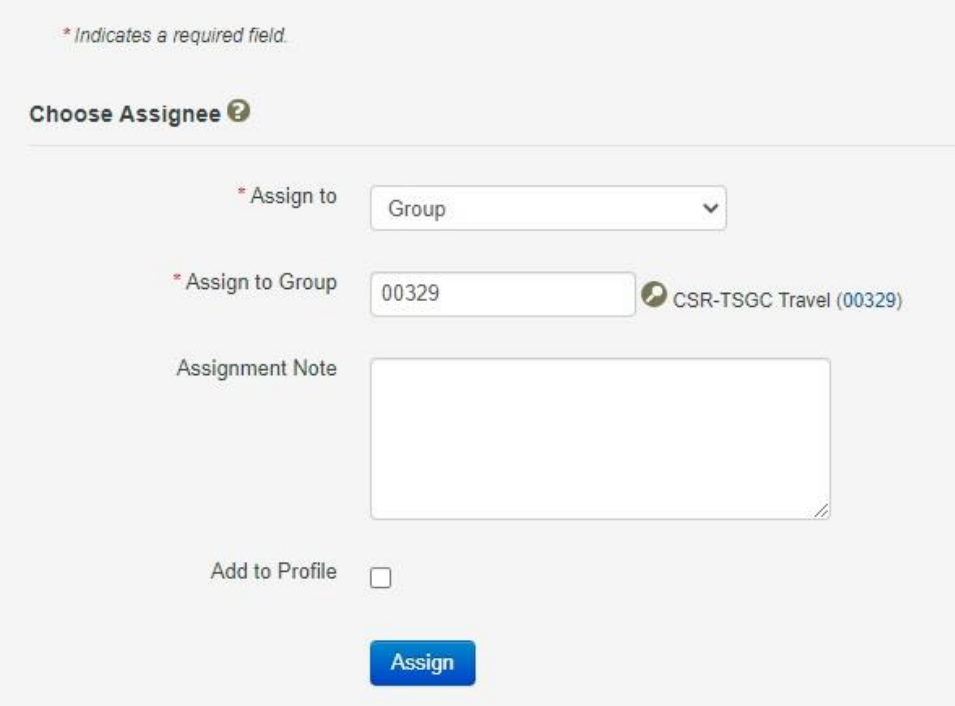
Travel Reimbursement Request Screen – Assign the request

Select the drop-down menu in *Assign to* and select *Group*.

- Enter in **CSR-TSGC Travel (00329)** in the *Assign to Group* section. **Do not** select or assign to an individual EID.

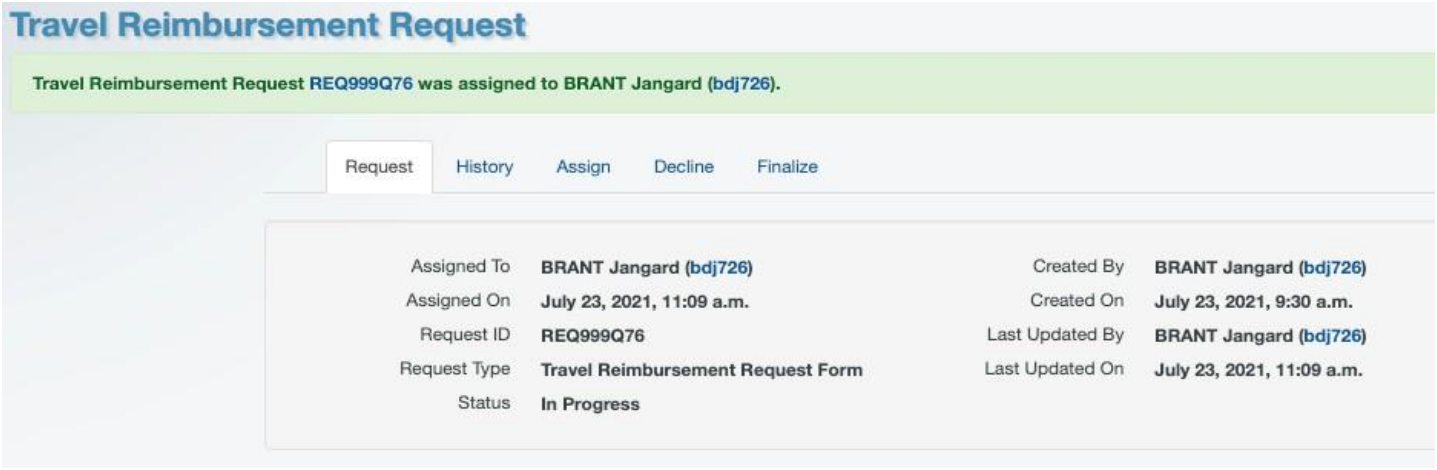
- If you need someone to review ***before*** sending it to the CSR-TSGC Travel Group select EID and enter in their EID. This will route the request to them for review and then submit request to CSR-TSGC Travel Team for processing

- Assignment Note field: if you need your expenses itemized, add note here to alert travel team. You can also add a note requesting a meeting with the travel team



Summary of Request

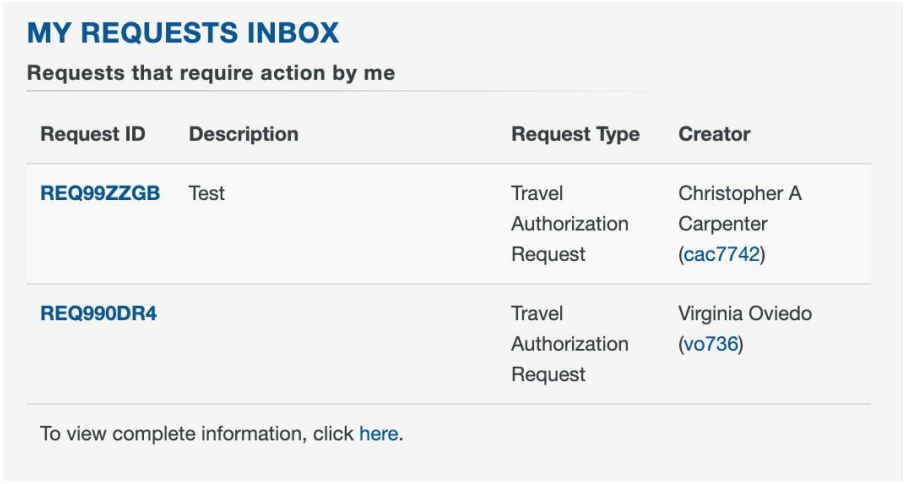
- After you Assign your request, you will see a summary of your submission. On the “Home Screen” of the individual Request you can select History and view all of the changes of that document. Good for tracking purposes.



Request Home Screen

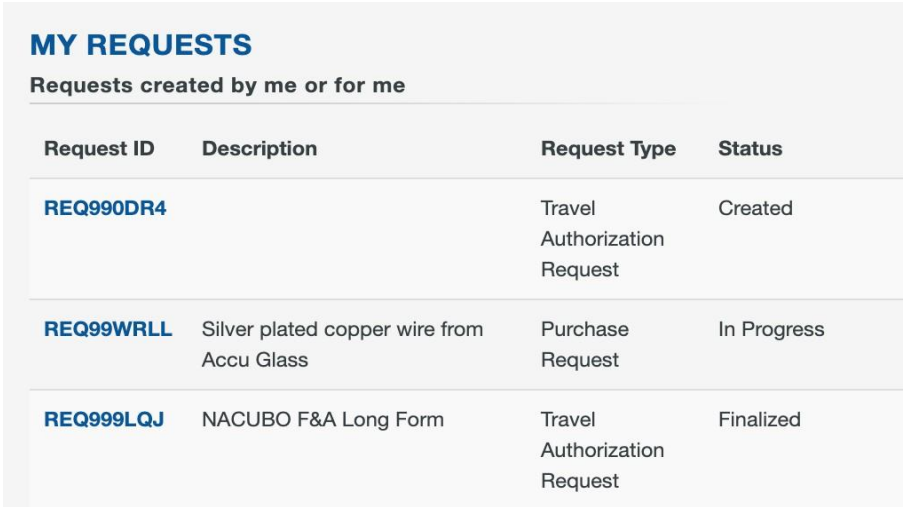
My Requests Inbox

- If the Travel Group sends the request back to you for edits, you will see it here in your inbox. Simply select the Request ID number to view, make your edits and reassign to the Travel Group.



My Requests

- This section captures **your** history of requests. This will have all requests that you have ever created.

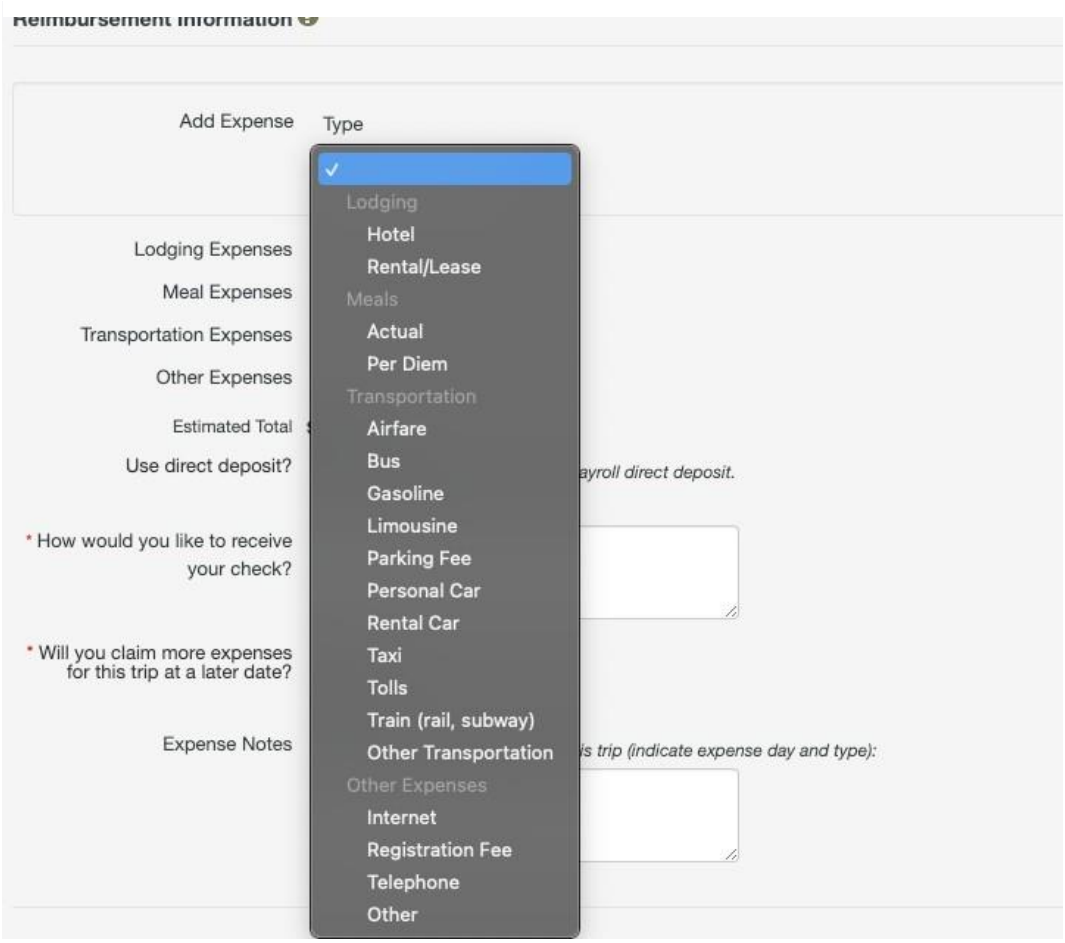


Reimbursement Information – Detailed Instructions

- In the *Reimbursement Information* section, you will enter in all items related to expenses.
- When you finish entering in all receipts you will see that the total of your reimbursement will calculate at the bottom of this area.
- ***Note:*** If you are traveling within the state of Texas, you should have filled out a Texas Hotel Occupancy Tax Exemption Certificate and a Motor Vehicle Rental Tax Exemption Certificate prior to traveling. You will not be reimbursed if you are charged for tax on these ***within the state of Texas*** unless you use these forms when checking in/picking up your rental.

Reimbursement Information, cont.

- In this section you will enter in all the information from your receipts. Please process as follows:
  - Select type of receipt/reimbursement
  - For *Hotel* you will need to separate out the tax (if applicable)
  - If you have multiple dates of travel, it will give you a separate line for each day of stay/meal, etc.
  - Please ensure you are selecting the correct category for the receipt you are currently working with.
  - We will no longer accept receipts emailed to the Travel Group. They must be attached to this request in order to be reimbursed.



Reimbursement Information, cont.

- Please make sure you enter in all receipts that you have for this travel.
- If, at any time, you have questions regarding entering in your reimbursement information please contact the Travel Team (travel@csr.utexas.edu) so we can assist you.

Lodging Expenses [Hide Lodging Expenses]

Type	Date	Destination	Tax Amount	Amount
Hotel	05/02/2021	AUSTIN, TX (TXAUS	25.00	139.99
Hotel	05/03/2021	AUSTIN, TX (TXAUS	25.00	139.99
Hotel	05/04/2021	AUSTIN, TX (TXAUS	25.00	139.99
Hotel	05/05/2021	AUSTIN, TX (TXAUS	25.00	139.99
Hotel	05/06/2021	AUSTIN, TX (TXAUS	25.00	139.99
Hotel	05/07/2021	AUSTIN, TX (TXAUS	25.00	139.99
Hotel	05/08/2021	AUSTIN, TX (TXAUS	25.00	139.99

Meal Expenses [Hide Meal Expenses]

Type	Date	Destination	Amount
Per Diem	05/02/2021	AUSTIN, TX (TXAUS	51.00
Per Diem	05/03/2021	AUSTIN, TX (TXAUS	51.00
Per Diem	05/04/2021	AUSTIN, TX (TXAUS	51.00
Per Diem	05/05/2021	AUSTIN, TX (TXAUS	51.00
Per Diem	05/06/2021	AUSTIN, TX (TXAUS	51.00
Per Diem	05/07/2021	AUSTIN, TX (TXAUS	51.00
Per Diem	05/08/2021	AUSTIN, TX (TXAUS	51.00
Per Diem	05/09/2021	AUSTIN, TX (TXAUS	51.00

Transportation Expenses [Hide Transportation Expenses]

Type	Date	From	To	Mileage	Amount
Rental Car	05/02/2021	Houston	Austin		119.23

Other Expenses

Estimated Total **$1580.16**

Use direct deposit? *The traveler has not set up non-payroll direct deposit.*