

**UT Foundation Development Officer: Frequently Asked Questions**

**Travel**

* **What is the easiest way to book all future arrangements for a UTFI business-related trip?**
  + The most efficient way for a UTFI employee to book any future arrangements for a trip is by using the UT-designated travel agency, World Travel. By booking a trip through World Travel, an employee can make certain that no additional costs will be incurred and any trip corrections will be easily made.
  + Because each city in the United States has a standard CONUS rate for hotel charges, booking a hotel room through World Travel can guarantee that a traveler is reimbursed for the full hotel room rate they paid.
  + For additional information regarding the services World Travel can provide, the main phone number is 865-777-1600.
* **What type of information am I required to obtain when meeting a donor / prospect for breakfast, lunch or dinner at my personal expense?**
  + When meeting a donor / prospect for a meal, an **itemized** receipt and a receipt showing the form of **payment** must be submitted when a UTFI employee is seeking reimbursement. If it is a small, family-owned establishment that does not provide itemized receipts, a receipt showing the form of payment will be accepted if a statement is provided about this situation.
  + Also required for these types of submissions is a clear list of the names of all guests in attendance at the meeting.
* **What amount of gratuity may I leave on a ticket acquired for UTFI business purposes?**
  + As of May 1, 2012, the amount of gratuity allowed for reimbursement by UTFI fiscal policy is 20 percent of the **total**. If an employee exceeds this amount, the total amount will be reduced to reflect fiscal policy.
* **Am I allowed to be reimbursed for my personal meals while on a one-day trip with no overnight stay?**
  + These types of reimbursements are not reimbursed by UTFI, as an overnight stay must be included for per diem meal reimbursements. An employee may be reimbursed for any meal expenses that include a donor / prospect but any meals that include only the employee are not reimbursable if incurred on a one-day trip.
* **How am I reimbursed for my mileage accruals when driving my personal vehicle for UTFI business purposes?**
  + Any mileage accrued within a 75-mile radius of an employee’s **official station**, which is the office location from where the employee completes their work, may be submitted either once per month or once per quarter on a UTFI local mileage log.
  + The types of information required on this UTFI local mileage log is the **origin** address, **destination** address, the **purpose** of the mileage accrual, the **participants** and the **amount** of mileage accrued.
  + At this point in time, all UTFI employees are reimbursed $0.47 per mile when using their personal vehicle for UTFI business purposes. If a UTFI employee would rather drive a rental vehicle or a UT Motor Pool vehicle, they are allowed to do so as well (If an employee chooses to rent a vehicle from a vendor outside of UT, he or she must make certain that no insurance charges are made, as this is not reimbursable by UTFI).
* **What types of expenses may I be reimbursed for prior to a trip?**
  + UTFI employees may only be reimbursed for airfare purchased prior to a trip, permitting that the airfare receipt lists the **name** of the employee, the airfare **carrier**, that it is an **economy** ticket and that the airfare is **non-refundable**.
  + If an employee wishes to have his or her airfare or conference registration paid directly by UTFI, they may do so at no personal expense to the traveler.
* **May I combine personal travel with UTFI business-related travel?**
  + Yes, permitting that all additional expenses incurred during the personal travel are deducted. For example, if a UTFI employee is flying for UTFI business to a different city and would like to also take personal time while in that city, the airfare may be reimbursed. If the employee flies into or out of a different city, however, a comparison quote must be obtained for the business portion of the trip **only**, which will serve as the amount of reimbursement for the employee.
  + As always required, these airfare receipts must list the name of the employee, the airfare carrier, that it is an economy ticket and that the airfare is non-refundable.
* **Where can I direct any general, travel-related questions?**
  + If any general questions arise related to reimbursements, they may be emailed to the UTFI Business Office email address, [Business@UTFI.org](mailto:Business@UTFI.org), which is monitored daily.