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# UTRAVEL CHECKLIST

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## 1. REGISTER YOUR TRIP

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- Travelers must submit/email a [New Travel Request](#) to register your trip to Travel Arranger. Travelers **CANNOT** register their own trips through Travel Accounting.
- ONE DAY** prior to traveling for all Domestic Travel.
- THREE WEEKS** prior if traveling for all International Travel.
- Please confirm through your Personal Profile Settings that your Travel Arranger is Request and Expense as a delegate on your behalf. That all check boxes are marked that Travel Arranger can prepare, submit reports, requests, view receipts, receive emails, can approve, and preview for approver.
- You will receive a confirmation email from the Travel Arranger as well as Concur when your trip has been registered.
- It is the traveler's responsibility to verify that your trip is registered prior to traveling and submit a New Travel Request to the Department Travel Arranger.

## 2. BOOK YOUR AIRFARE

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- You have three options to book your airfare:
  1. Book your flight outside of UTravel or Concur on you own (Original itemized receipt required at the end of your trip uploaded in Concur).
  2. Book your flight through the Concur booking tool. This will be available **AFTER** you have registered your trip with the New Travel Request form.
  3. Book your flight with onsite travel agents through your Travel Arranger.
    - Please provide flight details on your New Travel Request Form. If you have specific flights in mind please attach flight details to your travel and your Travel Arranger will book, and send you ticket information. You **CANNOT** book your own airfare through the onsite travel agency.
- You are responsible for understanding and following all policies and Faculty/PI instructions regarding travel costs are reasonable.

## 3. RESERVE YOUR HOTEL AND CAR RENTAL

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- Travelers are generally responsible for booking their own hotel and car rentals. Your Travel Arranger can make reservations on your behalf, but a personal credit card or the Department TCard (credit card) is required. All TCard purchases must have prior approval from Faculty/PI for the specific travel expense and must be entered into your UTravel profile.
- Travelers **CANNOT** pay for other Travelers portion of their lodging or hotel expenses. Receipts must clearly indicate the name of the Traveler and their method of payment. If a room is shared with an additional traveler, each traveler is responsible and must pay for their own portion of the room cost.
- Travelers must have a valid US Driver's License and personal credit card in order to reserve and pick up a car rental. Receipts must clearly indicate the name of the Traveler and itemized detailed receipt with dates within the travel period.

#### 4. MISC EXPENSES: REGISTRATION, ABSTRACTS & POSTERS

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- Travelers must submit a [Purchase Request](#) to purchase conference registrations, memberships, abstract fees and posters.

You have two options to purchase these items:

1. You will be contacted by the Department Purchaser and be given a Department PCard (credit card) over the phone or in person to make this transaction.
2. You may purchase these items on your own with your personal credit card and submit these expenses with original itemized receipts with your final Travel Expense Report following upon the completion of your trip.

#### 5. FINAL TRAVEL EXPENSE REPORT

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- Travelers must submit/email a final [Travel Expense Report](#) to the Travel Arranger within 3 weeks (21 days) of trip completion.
- All travel related receipts must be uploaded to UTravel Concur or emailed to the Travel Arranger. These transactions are visible under Available Expenses in Expense tab.
- All original itemized receipts are required, as well as any other necessary documentation, including any credited/refunded transactions. Traveler is responsible for obtaining all receipts from the vendor prior to requesting reimbursement.
  - If you fail to submit your Travel Expense Report and receipts by the 3-week (21 day) deadline, your reimbursement may be forfeited.