Key Points to Remember

- Only economy/coach class airfare is reimbursable
- Upgraded seats and/or any additional fees are not reimbursable
- Meals are always reimbursed based on actuals (not Per Diem)
- Itemized receipts must be provided if over Per Diem Rate
  - Receipts not required for incidentals less than or equal to $75

- Expense Report must be created in the profile of the person who traveled; for reimbursements

Airfare
- Must be purchased at the lowest price available (i.e., economy/coach class).
- Upgrades or additional fees are Not Allowed.
- Additional baggage fees incurred due to unauthorized Travelers are Not Allowed.

Rental Car
- Luxury vehicles and additional cost upgrades are Not Allowed.
- SUVs, Vans and larger sized vehicles may be permissible if several Travelers will be traveling in one vehicle.

Hotel
- Must adhere to the daily Meal & Lodging Limits.
- Additional fees for unauthorized Travelers are Not Allowed (i.e., rollaway bed).
Rental Car Information

▶ **Enterprise** (Business Use Only)
  ➢ Contract Rate Identifier: TX730
  ➢ PIN: UH-

▶ **Avis** (Business Use Only)
  ➢ Contract Rate Identifier: F999730

▶ **Hertz** (Business Use Only)
  ➢ Contract Rate Identifier: 2120730

▶ **Enterprise** (Personal Use)
  ➢ Contract Rate Identifier: TX999
  ➢ PIN: TEX