

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