

## GME Resident/Fellow Travel Guidelines

Rev. July 1, 2026

All employees of the University of Tennessee (UT), including residents and fellows with Graduate Medical Education (GME), are required to abide by all UT travel policies. To travel for the University, GME requires all residents to sign the Resident Travel Attestation. No travel will be processed through the University on your behalf until this form is signed and on file with GME.

### **It is the responsibility of the traveler to review and follow all UT travel policies.**

- ALL residents/fellows, PRIOR TO TRAVEL, must log into DASH and assign a member of the GME accounting staff as a delegate to your account. Instructions on how to log into DASH using your NetID and password and how to assign a delegate are on the GME website under the “Policies and Procedures” header and the UT Travel section. The name of the document is “Adding a Delegate.”
- ALL residents/fellows, PRIOR TO TRAVEL, must contact their coordinator to obtain approval for travel as well as finding out the maximum amount the program will reimburse. This should be in writing.
  - For international travel, the traveler must complete the Travel Information Registration on the UT website at least 10 business days before departure.
- ALL residents, UPON RETURN, must provide their coordinator with all supporting documents and all zero balance detailed receipts per the UT Travel Policy. Once the program coordinator receives all proper documents, they will submit a Travel Reimbursement Form to GME.
- GME requires all Travel Reimbursement Forms be received from the program coordinator no later than 30 days after the resident returns from travel. Failure to turn in all documentation within 30 days will require the resident to submit a written explanation as to why this requirement was not followed before the travel will be processed and the reimbursement may be taxable per IRIS regulations.
- GME residents can NOT upload their own GME travel reimbursement in DASH nor will they need to add supporting documents in their DASH account. ALL receipts and documentation will be submitted for reimbursement through your coordinator.
- It generally takes 5 to 10 business days for your reimbursement to be direct deposited after your reimbursement has been keyed by GME, approved by the resident in DASH, and then approved by UTHSC Accounting.
- To ensure a fully refundable trip, do not book using a package deal or 3rd party travel agency, such as Expedia, Travelocity, American Express Travel, Delta Vacations, Orbitz, etc. Airbnb is also discouraged. The fees incurred using these sites are NOT fully refundable per the UT Travel Policy.
- UT REQUIRES that Rental Cars are booked through DASH for non-local Memphis travel. Per the UT policy you may only select a small, mid or large size car using Enterprise or National agencies. A SUV or VAN can be rented ONLY with prior approval. Please refuel prior to returning the vehicle.
- Airfare is the only reimbursement that can be issued prior to travel, but the flight must be booked through DASH. Only the cost for Economy flights is reimbursed.
- Uber/Lyft/Taxi/Tolls will require a receipt for any amount \$10 or over. Tips cannot exceed 20%. The receipt will need to show a map with the pick-up and drop-off addresses along with the names of the locations.
- If approved, the University pays a daily per diem amount based on the city/state in which the conference is held. Travelers do NOT need to submit separate food purchase receipts.
  - To find the daily per diem go to <http://www.gsa.gov/travel> and click on Per Diem Rates Lookup

- Search by your conference zip code, not the city and state
- Zero Balance Detailed Receipts must be included for all items being reimbursed. The detailed receipt must include the address of business, name of individual making the purchase, all applicable taxes and fees split out on individual lines and the total amount paid showing a zero balance.
- A Zero Balance Detailed Receipt is NOT the confirmation and estimate of anticipated charges. It must be the final receipt after payment is made and the travel is complete.
- Lodging:
  - All travelers must obtain a zero-balance detailed receipt at the end of your stay.
  - Room service or any additional charges you have added to your room will not be reimbursed.
  - Conference Hotel Room Block Rate–
    - If your conference provides a hotel room block rate you are encouraged to book immediately before all rooms fill up. You MUST provide your coordinator with a copy of the brochure with the hotel room block rates, or you will be reimbursed CONUS rate, NOT the room block rate.
  - CONUS Rates
    - The federal government CONUS rates are what you will be reimbursed for lodging unless there is a conference hotel room block rate. Employees can book up to 150% of the CONUS rate.
    - To find the CONUS rate go to <http://www.gsa.gov/travel> and click on Per Diem Rates Lookup
      - Search by your conference zip code, not the city and state
  - Sharing Rooms and Splitting charges –
    - If you split the room with another resident, you must ask the hotel to provide each resident with a zero-balance detailed receipt in each traveler’s name.
  - The UT travel agency, World Travel (DASH), can assist with finding alternative hotels if a traveler is having difficulty finding a hotel within the conference rate or CONUS rate.
    - If World Travel is unsuccessful at booking a room at either the conference hotel room block rate or the CONUS rate, then the traveler must request a written explanation from World Travel.
    - The explanation states that World Travel was unsuccessful at booking for the hotel block rates or CONUS rate, so the resident had to book through World Travel at a higher rate.
    - The documentation must be submitted to your coordinator and included with your reimbursement request form to receive full reimbursement for the higher rate that was booked through World Travel.

The UTHSC Accounting Office, not GME, makes the final determination as to the interpretation of the UT Travel Policy and what is acceptable documentation. If you are given incorrect information from your program, you will not receive an exception to policy. Be sure to review and follow the travel policy and if you have question, verify with the Accounting Office.

The full UT Travel Policies must be reviewed on the UT Travel website and followed. Failure by your part to follow any policy or procedure will result in your travel reimbursement being partially or completely denied by UT Accounting. The GME Office will not ask for an exception to the travel policy for your failure to follow the proper guidelines.

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Resident/Fellow Name (Print)

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Resident/Fellow Name (Sign)

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Date