

GME Resident Travel Policy

July 1, 2022

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. In order 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, PRIOR TO TRAVEL**, must log into the University's travel website, Concur, and assign a member of the GME accounting staff as a delegate to your account. Instructions on how to log into Concur using your NetID and password and how to assign a delegate are on the GME website under Travel.
- **ALL residents, PRIOR TO TRAVEL**, must contact their coordinator to obtain GME approval for travel.
 - To obtain GME approval, your coordinator will submit a Travel Request Form that includes the maximum reimbursement for travel, the Conference Agenda and the Conference Hotel Room Block Rates if one has been provided.
- **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 should NOT upload their own GME travel reimbursement in Concur nor will they need to add supporting documents in their CONUR 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 UTHSC Accounting and then approved by the resident in Concur.
- ***The GME office HIGHLY DISCOURAGES using a package deal or 3rd party travel agency (such as Expedia, Travelocity, American Express Travel, Delta Vacations, Orbitz, etc.) as well as booking with Airbnb. The fees incurred using these sites are NOT fully refundable per the UT Travel Policy.***
- ***The GME office REQUIRES that Rental Cars are booked through Concur 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. For local Memphis travel please follow the UTHSC Travel Policy using Campus Motorpool for booking.***
- Airfare is the only reimbursement that can be issued prior to travel, but the flight must be booked through Concur. Only the cost for Economy flights are reimbursed.
- Uber / Lyft / Taxi / Tolls will require a receipt for any amount \$10 or over. Tips can not 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.

- 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 www.gsa.gov/travel and click on Per Diem Rates Lookup
 - Search by your conference zip code, not the city and state
 - If the conference provides meals, the daily per diem amount will be reduced by what is shown on the per diem website.
- ***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 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.
 - To find the CONUS rate go to 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 (Concur), 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 a 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.