

COLFA Travel Request Procedures

1. Faculty member/Department Admin will initiate travel process:
 - a. The department faculty member or admin will submit the TA request via [Service Now](#) with all applicable documentation:
 - Approved VPAA and/or VREDKE application
 - [OSFR](#) Washington DC travel form
 - Approved [IOC request](#)

Note: For international travel please check the [restricted region list](#) to verify if IOC approval is necessary.
2. Once the TA is approved in PeopleSoft, the faculty member will receive an email from Workflow with the travel authorization number. The travel authorization must be approved in PeopleSoft prior to making any travel reservations.
3. The traveler must make their own reservations through UTSA approved travel vendors: Corporate Travel Planners – CTP (866-366-1142) or Anthony Travel (800-684-2044). This can also be done through CONCUR [self-serve portal](#). All airfare payments **MUST** be completed with a OneCard.
 - a. Faculty members making airfare reservations in CONCUR will assign their department admin as the Travel Arranger so they can complete the purchase with their OneCard.
 - b. It is the responsibility of the traveler to make and pay for hotel and [car reservations](#). If per diem lodging rates are exceeded, please provide—justification and supervisor approval.
 - c. Meal reimbursements will be settled upon return from travel by submitting receipts or accepting the per diem rate.

Note: For lodging and meals, please check the [GSA per diem rates](#) (domestic) and [Foreign per diem rates](#) (international).

Please note that all out-of-pocket expenses will only be reimbursed after travel is completed.

All travel authorizations must be reconciled upon return with an [expense reimbursement request](#), even if not seeking reimbursement.

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