

**CENTER FOR NURSING RESEARCH  
TRAVEL AND PURCHASING GUIDELINES**

**TRAVEL GUIDELINES**

ALL AIRFARE MUST BE PURCHASED through the university's travel agency, Corporate Travel Planners (1-866-366-1142) to obtain reimbursement of airfare if prepaid by the traveler OR the traveler may request that the department staff enter a BTA (airfare prepaid by department) prior to trip.

REGISTRATION can also be prepaid prior to trip by the department staff if submitted 30-days prior to registration deadline.

**PRIOR TO TRIP:**

Submit the following forms or information at least 30-days prior to trip:

- ✓ Faculty Travel Request Form
- ✓ Conference documentation (i.e. meeting agenda, brochure that shows the date/where meeting is located and a completed registration form (if applicable))

**AFTER COMPLETION OF TRIP:**

Submit all of the following travel receipts for reimbursement within 30 days of returning from the trip:

- ✓ registration (if prepaid by traveler)
- ✓ lodging
- ✓ taxi/shuttle
- ✓ parking at airport and/or hotel
- ✓ baggage fees
- ✓ internet
- ✓ and any other receipts that need to be reimbursed pertaining to the trip.

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## PURCHASING GUIDELINES

### Books and Reference Materials

Delivery address must be to the institution and must be used for UT business. Reimbursement is not allowed for books delivered to a home address or address other than UTHHealth School of Nursing.

### Membership Dues

*Individual Only:* Reimbursement for membership in a professional society or organization in the name of a faculty or staff member can be reimbursed. Membership information must be mail to an institutional address. Memberships *can not* be refunded from State or Federal Funds. (See HOOP 36)

### Subscriptions

Magazine or journal subscriptions may be paid by faculty or University. Subscriptions can only be renewed yearly. All subscriptions must have an institutional address as the mailing address.

### Office and Research Supplies

Normal procurement should be used by submitting request to staff who will enter in the FMS procurement system. *Petty cash or non-po voucher for individual reimbursement should be requested only in the case of emergency.* All request must be submitted via the Center for Nursing Research order form.

### Gift Cards

The Center for Nursing Research can purchase gift cards from the following vendors (HEB, Wal-Mart, Target, Kroger and Starbucks).

*Gift cards are not allowable as an expense reimbursement;* they must be purchased directly from the supplier utilizing a Non-PO Voucher which will require prior approval. Any gift card purchases for employee appreciation are considered cash equivalents to the individual and, as such, must be reported as taxable income. See Tax Reporting for Gifts, Prizes and Awards for further information. Supporting documentation must indicate the name of the recipient, their association with the UTHSC-H, and the event or occasion. Two copies of the completed Support for Gift Cards Presented to Employees form must be submitted with the Non-PO Voucher for all gift card purchases for employees unless the gift card is presented for participation in a research study (see Research Participant 1099 Guidelines). *Purchases should be limited to a one to two month supply.* Related Non-PO and gift card processing requirements must always be met, see Payment Procedures and provide the following for Gift Card Questionnaire:

*\*\*If an institutional shipping address is not used, you will not be able to receive reimbursement for the purchase.*

