New FY 2013 Per Diem Rates

Effective October 1, 2013, the State Comptroller’s Office will increase the maximum lodging rate for most cities in Texas. For example, Austin’s rate will increase from $108 to $120, and Midland’s rate will increase from $161 to $164. The per diem rates for the travel locations can be accessed by visiting the GSA website at [http://www.gsa.gov/portal/category/104711](http://www.gsa.gov/portal/category/104711).

Next, select the appropriate Fiscal Year, and conduct a search in the “Search by State” section (or just click on the applicable destination State).

Finally, scan the search results for either the city or county to determine the appropriate per diem rate; if neither are available, use the “Standard Rate”, as it applies to all locations without specific rates.

UT Systemwide Travel Services Reminder

As of May 13, 2013, all UT System funded travel must be booked through Corporate Travel Planners (CTP) or Anthony Travel, Inc. (ATI). To be eligible for travel discounts, travelers are encouraged to use “Concur”, an online tool sponsored by CTP. For more information please go to [www.concursolutions.com](http://www.concursolutions.com).

When booking travel, employee travelers must provide a RTA number, a 10-digit departmental account number, and a CLIBA/TAC card as a form of payment to capture the discounted Government and UT Systemwide negotiated rates.

As a reminder, travelers also have the option to book Hotels-/Car Rentals through the online tool, Concur or call the vendors directly.

For additional information on UT Systemwide contracted vendors, please visit the DTS Contracted Vendors website at: [http://utsa.edu/financialaffairs/dts/statecontractedvendors.html](http://utsa.edu/financialaffairs/dts/statecontractedvendors.html). For a list of commonly asked Travel Agency and Concur questions please visit the updated FAQ at: [http://utsa.edu/financialaffairs/dts/travelagencyfaq.html](http://utsa.edu/financialaffairs/dts/travelagencyfaq.html).

Upcoming Travel Training Sessions

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Date</th>
<th>Time</th>
<th>Location</th>
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</thead>
<tbody>
<tr>
<td>AM572</td>
<td>Travel Advance Process</td>
<td>9/24/2013</td>
<td>9-11am</td>
<td>UC 2.02.12 WILLOW</td>
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<tr>
<td>AM572</td>
<td>Travel Advance Process</td>
<td>10/22/2013</td>
<td>9-11am</td>
<td>BV 4.301B Downtown</td>
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<tr>
<td>AM573</td>
<td>Travel Card Process</td>
<td>10/1/2013</td>
<td>9-11am</td>
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<td>9-11am</td>
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<tr>
<td>AM574</td>
<td>Travel Reimbursement Process</td>
<td>10/8/2013</td>
<td>9-11am</td>
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<tr>
<td>AM574</td>
<td>Travel Reimbursement Process</td>
<td>11/5/2013</td>
<td>9-11am</td>
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<tr>
<td>AM576</td>
<td>CTP Concūr Online Reservation Tool Training</td>
<td>9/26/2013</td>
<td>9-10am</td>
<td>UC 2.02.12 WILLOW</td>
</tr>
<tr>
<td>AM576</td>
<td>CTP Concūr Online Reservation Tool Training</td>
<td>10/24/2013</td>
<td>9-10am</td>
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</tr>
<tr>
<td>AM577</td>
<td>Travel Training for Travel Arrangers/Guest Travel</td>
<td>9/26/2013</td>
<td>10:30-11:30AM</td>
<td>UC 2.02.12 WILLOW</td>
</tr>
<tr>
<td>AM577</td>
<td>Travel Training for Travel Arrangers/Guest Travel</td>
<td>10/24/2013</td>
<td>10:30-11:30AM</td>
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<tr>
<td>DE658</td>
<td>VP2 Local Funds Voucher</td>
<td>10/17/2013</td>
<td>9-11am</td>
<td>JPL 3.03.32</td>
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<tr>
<td>AM553</td>
<td>Business Related Hospitality and Entertainment</td>
<td>10/10/2013</td>
<td>9-11am</td>
<td>HUC 2.214 HIDALGO</td>
</tr>
</tbody>
</table>

For more information and later dates please visit the online HR tool at [https://mytraining.utsa.edu/td/](https://mytraining.utsa.edu/td/).
PUT THE PEDAL TO THE POINTS.

**ONE TWO FREE®** is here and it’s better than ever: now with points! Rent twice and earn enough points for a Free Rental Day. Plus, you have bonus opportunities to earn even more points, faster — including referring friends and renting with the National® mobile app.

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**PUT THE PEDAL TO THE POINTS.**

ONE TWO FREE® is here and it’s better than ever: now with points! Rent twice and earn enough points for a Free Rental Day. Plus, you have bonus opportunities to earn even more points, faster — including referring friends and renting with the National® mobile app.

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**Southwest Airlines NEW No-Show Policy.**

SWA recently released a new travel policy that may affect UT System travelers. The change affects travelers who are not planning to travel on any portion of the itinerary and/or purchased tickets on or after May 10, 2013 for travel beginning September 13, 2013.

Travelers who fail to cancel or change a Wanna Get Away or DING! fare segment at least 10 minutes prior to travel and who do not board the flight, will be considered a no-show, and all remaining funds on that reservation will be forfeited. Rewards points, Companion passes and Reward seat reservations are not included in this policy.


Effective September 2013, passengers who are a no-show and fail to cancel a booking will face losing the value of the ticket.

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**Concur Profile Setup Reminder**

1) Go To: [www.concursolutions.com](http://www.concursolutions.com)

2) Sign In

   User Name = Email Address

   Password = User Selected Password

3) Before using Concur for the first time, you must complete the “Profile” TAB at the top of the page.

4) Be sure to complete the following **REQUIRED** fields, accurately:

   **Select “Division”**

   - Academic Affairs
   - Business Affairs
   - Community Services
   - External Relations
   - President
   - Research
   - Student Affairs

   **Complete “Contact Information”**

   - Work Phone
   - Home Phone

   **“TSA Secure Flight” Info**

   - Gender
   - DOB
   - TSA Number, if applicable

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Financial Affairs welcomes -- Zachary C. Bolden

Zachary Bolden, Assistant Director of the Disbursements and Travel Services, joins the Controller’s team. Zachary previously served in the United States Air Force for 27 years as a Chief Master Sergeant. Zachary graduated from Grantham University with a Master’s Degree in Business Administration and Hampton University with a Bachelor’s Degree in Accounting.

Zachary has an extensive background that includes leadership and management, overseeing budget operations, contracts, resource management, world-wide travel and transportation of sensitive material, project management, training, human capital management, and methodologies and strategies for organizational development.

Zachary’s background from the United States Air Force will prove to be an undeniable asset and essential part to the ongoing success of DTS. Zachary is always ready and willing to help others. Zachary was born in Washington, D.C. and enjoys music production, sports, and traveling.

Please join Financial Affairs in welcoming Zachary into his new role.

New DTS Staff

Derhonda Ramirez
Promoted to DTS II
September 2013

Rochele Stribling
Joined DTS I on
August 2013.

Lindsay Stanisz
Joined DTS I on
September 2013
Celebrating Our Outstanding Performers

Lily Wang (shown holding the certificate) was completely surprised when Lenora Chapman, Associate VP for Financial Affairs (on left), entered her office and presented her with the BRAVO Award. This award recognized her for outstanding achievement in exemplifying the Business Affairs Guiding Principles of Partnering to deliver excellent service. Congratulations Lily!