

UTSA Financial Affairs

Travel Reimbursement Settlement (TRS)

Instructions: Complete this form if the traveler has delegated the electronic certification of expenses in PeopleSoft or if travel expenses are greater than 10% or \$250.00 of the total authorized travel. For more information, see the [Travel Reimbursement Guideline](#).

Section 1 - Traveler		
Prepared by:	Department Name	Phone:
Traveler/Payee Name:	Type of Traveler:	
Section 2 - Trip Information		
Travel Authorization ID:	Trip Departure Date:	Trip Return Date:
Business Purpose:	Comments:	
Destination City:	State:	Country:
Does lodging exceed the GSA rate? Is travel on State Funds?	If yes, please explain:	
Section 3 - Expenses		
Registration:	Airfare:	
Meals:	Lodging:	
Car Rental:	Other (baggage fees, parking, taxi, incidental, etc.):	
Mileage: <i>Miles</i> <i>Miles</i> Mileage Total:	Comments: Expenses Grand Total:	

Note: Method of payment will default to the individual's preferred payment selection in Employee Self Service (ESS) in UTShare PeopleSoft.

Questions – Contact **Disbursements and Travel Services** (210) 458-4213, disbursements.travel@utsa.edu

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Section 4 – Certification

I certify that all expenses included in this request are true and correct and were incurred for the benefit of UTSA or respective funding agency, in connection with official UTSA duties and not for personal use, in accordance with UTSA guidelines. I also certify that the expenses have been paid by me and are not more than the allowable GSA or department authorized (lower) rates.

Responsible Parties

Signature

Date:

**Traveler/
Payee Name:**

A supervisor signature is required if travel expenses were not on the travel authorization and exceed 10% or \$250 of the total authorized travel.

Supervisor Name:

Supervisor Title:

Note: Chartfield information loaded into PeopleSoft

Submission Instructions:

Once signature approvals are obtained Travel Reimbursement Settlement form must be attached to the Expense Report request in UTShare/PeopleSoft.

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