

TRAVEL KEY RULES

1. Travel will be reimbursed **after** travel has been completed.
2. One employee may not claim expenses of another employee. For instance, if two employees share a room, half of the cost of the room and taxes must be claimed by each of the employees. Separate receipts should be obtained from the hotel, or have both travelers' names listed on the receipt.
3. Original signatures are required for employee and agency approval on the travel voucher. **Faxed signatures of the traveler will not be accepted.**
4. Purpose of travel, benefit to the University and Multiple Travel response are required for all travel.
5. Travel to a foreign country, excluding Canada, Mexico and U.S. possessions requires prior approval from the President.
6. Actual meals and lodging expenses may be claimed when traveling to a foreign country, Alaska, Hawaii, Canada, Mexico and U.S. possessions.
7. Point-to-point mileage is required for mileage reimbursements. Mileage log with odometer readings is required for mileage reimbursement for inter-city travel.
8. Mileage to out-of-state duty point is limited to the average coach airfare unless cost of mileage is less. You must take into consideration all expenses involved in airfare vs. all expenses involved in driving personal vehicle.
9. Mileage to or from residence must be less than, or equal to, mileage to or from place of employment unless travel was on a weekend or traveler left before and returned after working hours.
10. When claiming mileage to or from residence (during working hours), mileage must be less than or equal to place of employment. A statement saying that mileage claimed is no greater than to or from place of employment must be added to the description of duties on the second page of the travel voucher.
11. Employees traveling by personal automobile to same duty point must coordinate travel in one vehicle or show good reason why they cannot.
12. Taxi fares and parking fees must be itemized showing amounts for each use. However, if taxi and parking receipts are attached, you do not have to itemize. Receipts must be complete and show date, amount, to and from.
13. Tips/gratuities, alcoholic beverages, laundry, movies, etc. are not reimbursable.
14. Personal accident, safe trip or personal effects insurance are not reimbursable when renting automobiles.
15. Prior approval from the Comptroller of Public Accounts 10 working days before travel begins is required to claim increased lodging expenses when traveling out-of-state. A Request to Increase Maximum Out-of-State Lodging Rate form must be used to request a higher lodging rate for out-of-state travel. This rule applies to all out-of-state travel claimed on a State account. If the request is approved, then a copy of the approved form must be attached to the Travel Voucher.

This request must be sent to:

Comptroller of Public Accounts
Claims Division 111
East 17th Street
Austin, Texas 78774

Also when traveling out-of-state, you are allowed to claim less for meals and add the difference to the lodging to make up the excess. This applies to out-of-state travel only.

16. Maximum allowed for meals and lodging in the State of Texas is \$85/day for lodging and actual expenses up to \$36/day for meals.

Exceptions: Deans and Vice Presidents are allowed to approve hotel rates higher than the state allowed rates, provided the difference is paid from a discretionary or local account. A statement must be added to the Travel Voucher that says the hotel rate is higher than the state rate and is approved. This applies to out-of-state travel also.

Approval must be obtained on Official Travel Request before travel has occurred.

17. Receipts are required for airfare, rental car, train, lodging and registration. Amount paid and method of payment must be clearly indicated.
18. When traveling by personal vehicle, mileage reimbursement is \$0.405 per mile.
19. State tax on lodging is exempt. If employee fails to present hotel tax exemption certificate, and is charged for state tax, employee *may not* be reimbursed for the state tax on the travel voucher. If employee presents certificate and lodging establishment does not honor the certificate, then the tax can be reimbursed. **A note to this effect must be stated on the travel voucher naming the lodging establishment that refused to honor the certificate.** State tax is 6% of the lodging rate.
20. Employee may be reimbursed for city and local tax charged on lodging. However, employee can only claim tax on the amount submitted for lodging reimbursement on the travel voucher i.e. if the amount claimed for lodging is less than that shown on receipt, employee must claim tax on the lesser amount. The percent is figured by dividing the total tax claimed by the total lodging rate claimed. Six percent of the figure is State tax; therefore, deduct this amount to get the percent charged for city and local tax. In most cases this will be 7%. However, in some larger cities, such as Houston and San Antonio, it can be as high as 9% or more. Energy tax, stadium, sports taxes are reimbursable.
21. When traveling out-of-state, the entire amount of tax charged can be claimed. However, it can only be claimed on the amount of lodging claimed. That is, if the lodging rate is \$100 and traveler is only allowed to claim \$75, then only tax on \$75 can be claimed. Percentage is figured same as above with the exception that you do not deduct 5% since we are not exempt from paying out-of-state "state" tax.
22. Tax has to be claimed on the front of the voucher under "Other Travel Expenses". **Do not include the tax with the lodging amount.**

23. **Meals can only be claimed if overnight travel is involved.** All charges for meals must be claimed under Column D on the second page of the voucher. Column C is never used.
24. Lodging expenses incurred at a location other than a commercial lodging establishment may not be reimbursed.
25. When acronyms or abbreviations are used on a voucher to describe the official state business conducted, the travel voucher must clearly define those items.
26. If contracted airlines, rental cars, hotels, or Bank One cards are not used, Certification Form (listing exceptions) must be attached to the travel voucher.
27. Since discounted contract airfares are only available when purchased with a Bank One card, all airfares must be put on the University's central billing account, or the traveler's individual Bank One corporate travel card. The only exception to this rule is if the traveler's personal card offers insurance in excess of \$200,000 which is what Bank One offers.
28. Airfare purchased over the Internet must clearly indicate amount of airfare and method of payment.
29. Lodging purchased over the Internet must clearly indicate daily rate, taxes, amount paid and method of payment.
30. Please be sure to have traveler and person approving the travel voucher date the voucher. So many vouchers come through without dates.
31. Please list your name at the bottom of the travel voucher so I may identify the preparer of the travel voucher.
32. **Please don't create an exempt number and Official Travel Request after the travel has occurred.**
33. If the traveler is going to Washington, D.C., only state travelers who intend to confer on legislative or appropriations issues with U.S. Congress/The Federal Government, staff or officials should submit travel information form from the Office of State-Federal Relations. It must be completed and attached to the Official Travel Request. The Travel Coordinator will send a copy of the form to The State Office of State-Federal Relations and the Vice Chancellor at TAMUS. This must be sent seven days in advance of the travel. A copy of the form must also be attached to the Travel Voucher when requesting reimbursement of expenses for this trip.
34. Employees requesting a travel advance **must** first apply for a Bank One Corporate Travel Card. The application is available on the Travel website on Online Forms. Employees not approved may be eligible for a travel advance for University related travel.