

TEXAS A&M UNIVERSITY-CORPUS CHRISTI TRAVEL GUIDEBOOK





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1. INTRODUCTION

This guidebook is a compilation of Texas A&M University System Travel Policy and Texas A&M University-Corpus Christi rules in accordance with the State of Texas Travel Management Program (STMP).

As part of the State Travel Management Program (STMP), Texas Procurement and Support Services (TPASS) staff negotiate and administer statewide contracts with travel suppliers including travel card systems, airlines, rental car companies, lodging providers, and travel agencies. For more information, see the [State Travel Management Program \(STMP\) on Window on State Government](#).

The Travel Guidebook will serve as a reference manual. Periodically, updated materials on travel will be featured on the travel web page to replace outdated materials. Most forms mentioned in this guidebook can be downloaded from Travel and Purchasing websites. Additional travel-related information is available in the latest issue of "TexTravel," copy of which is available on the website at <https://fmx.cpa.texas.gov/fmx/travel/texttravel/>.

1.1 General Provisions

1.1.1 Authority

Travel regulations are established by the State Legislature and are published in TexTravel, under the State Travel Management Program (STMP) tab, which is available on the website at <http://www.window.state.tx.us/procurement/prog/stmp/>.

1.2 Conservation of State Funds

1.2.1 Requirements of the Travel Regulations Act

- A **state employee** is entitled to reimbursement of certain travel expenses required by the employing agency to conduct official state business. The amount of reimbursement is subject to certain limitations as prescribed by Chapter 660 of the Texas Government Code, the General Appropriations Act and rules adopted by the **Comptroller**.
- A **state agency** must minimize the amount of travel expenses reimbursed by ensuring that each travel arrangement is the most cost-effective considering all relevant circumstances. Texas Government Code Section 660.007

1.2.2 Agency and Employee Responsibilities

- Agencies must properly train employees on travel regulations and keep them informed of any changes in travel rules.
- Agencies must ensure that all travel reimbursements are examined prior to payment to ensure compliance with all applicable regulations and limitations.



- Employees must ensure that their travel complies with applicable laws and rules and must not seek reimbursement for travel expenses that the employee should reasonably know are not reimbursable. Failure to comply will result in delayed reimbursement or rejection of the traveler's expense report.
- A State employee shall immediately reimburse the State of an overpayment. An overpayment is an employee's receipt of a reimbursement that exceeds the limits established by law, duplicate reimbursement(s), or the non-reimbursable expenses actually incurred while on business for the state (ex: personal expenses).

1.2.3 Official State Business

A **state agency** may reimburse a **travel expense** only if the purpose of the travel clearly involves official state business and is consistent with the agency's legal authority.

Travel expenses incurred for personal reasons are not payable or reimbursable.

1.2.4 Participation in TexTravel

The Texas Comptroller of Public Accounts created Textravel to provide information on state travel laws and rules to state agencies and institutions of higher education. Textravel is based on Texas Government Code Chapter 660, General Appropriations Act, Article IX, Part 5, and Texas Administrative Code, Title 34, Part 1, Chapter 5, Subchapter C, Section 5.22

1.2.5 Agencies' authority to adopt internal travel policies

A **state agency** may specify a **travel expense** reimbursement rate that is less than the maximum rate allowed by law only after notifying the affected individuals in writing. Agencies are solely responsible for enforcing their own internal policies.

2. Travel Request (TR)

Any employee of Texas A&M University-Corpus Christi (TAMUCC) who travels on official business regardless of whether or not they are going to request reimbursement must have an advance approval of Travel Request (TR) before a trip is taken. Approval of travel prior to the expenses being incurred is a System Regulation. The Travel Request provides a record of those approvals.

2.1 Purpose of Travel

A complete statement of how the travel relates to official business must be on the TR. Traveler must state why the trip is necessary in the performance of his/her duties as a State employee. "Attending a meeting" is not an acceptable reason or purpose for making a trip. Employee must participate in some specific manner in which he/she will directly facilitate the function of the University and provide a reasonable, substantial, and direct relationship between the purpose of the meeting and the accomplishment of his/her duties.



If a paper is to be presented, the title or at least the topic should be indicated. If serving on a committee or as an officer of an organization or professional group, this should be specifically noted. If an acronym is used in the purpose of travel it should be identified at least once on the TR.

2.2 Travels at No Expense to TAMUCC

Caution must be exercised to avoid potential or apparent conflicts of interest. In every case of this nature, the employee must specify the source of funding for the travel expense. Also, where official absence is involved, the purpose of the trip must justify the time spent as being in keeping with the functions of the University and the purpose for which the individual is employed. Therefore, a TR should be prepared even if there is no expense to the University in order to document the purpose of the trip.

2.3 Procedure

2.3.1 TRAVEL REQUEST:

Prior to travel, a TR must be filled out estimating funds for encumbrances such as airfare, lodging, meals, taxi, parking and incidentals. Enter such encumbrances in Concur to obtain a TR number. Airline reservations should be made through the current State of Texas contracted travel agent via Concur, and charged to the traveler's TAMUCC State issued travel credit card. Booking airfare outside of Concur is highly discouraged. Lodging and vehicle rental reservations can also be made through Concur.

The TR is also used for the following:

- Student Travel (See [Student Travel](#))
- Prospective Employees
- Speakers and Consultant's airfare and hotel

2.3.2 DELEGATED AUTHORITY:

The TR must be digitally approved by a delegated authority. Delegated authorities for TRs are:

1. President
2. Vice Presidents/Associate and Assistant Vice Presidents
3. Deans /Associate and Assistant Deans
4. Directors/Associate and Assistant Directors
5. Department Head/Department Chairs/Associate and Assistant Chairs
6. Supervisors
7. Business Managers/Business Coordinators (only for those positions that report to them directly)



2.3.3 MULTIPLE TRAVELERS & HIGHER LODGING APPROVALS:

Multiple travelers and higher lodging approvals have been delegated to the Department level and must be indicated on the TR. If known, the number of employees traveling to the same duty point should be disclosed and indicated with the necessity of the employee attending same duty point (i.e., to obtain certification, etc.)

2.3.4 FOREIGN TRAVEL:

In the case of [Foreign Travel](#), the President is the only person who can approve the TR unless he assigns a signature proxy. Thirty days pre-trip approval is required for all foreign travel funded and unfunded. The University cannot use State monies for Foreign student travel.

2.3.5 EXPORT CONTROL CHECKLIST:

For travel outside the U.S. a Faculty/Staff Foreign Travel Checklist and the TAMUCC Foreign Travel Export Control Checklist must be completed, signed by traveler and immediate supervisor, and processed through the Travel Office. Do not purchase any items towards the travel i.e. airfare, conference registration, hotel, etc. until all approvals have been obtained. You could be personally responsible if not completed and approved prior to approval. The TAMUCC Foreign Travel Export Control Checklist is for TAMUCC to conduct an export control evaluation and ensure the traveler is in compliance with Export Control.

The traveler is also required to take the “2111728: Foreign Travel” and “2111212: Export Control” courses located on HR Connect, Train Traq. A copy of traveler’s transcript, proving these courses were taken, should be included with the required travel paperwork for foreign travel.

2.3.6 TRAVEL ADVANCE:

Travel advance is not available for State employees (See [Travel Advance](#)). Since the University participates in the State Management Travel program (STMP), whenever a contracted vendor is not used, an approved exception must be indicated on the expense report regardless of fund source. In most cases, a contracted vendor results in reduced costs for the University.

2.4 Travels with No TR

An Expense Report must be prepared even though there is no TR. The traveler will need to submit a memo explaining why a TR was not prepared and that they had prior approval from their immediate supervisor and/or Department Head/Dean to travel. The memo should be uploaded to the expense report.

If traveler did not have prior approval from their supervisor, then their Dean or Department Head must approve the expense report. The Dean or Department Head can approve or deny travel.



2.5 Travel – No TR Required

TR is not required for a travel reimbursement that is for:

- Local mileage only
 - (Ex: errands to HEB, Walmart, Walgreen's, etc.)
- Mileage within a 50 mile radius of duty point,
 - (Ex: Kingsville, Robstown, etc.)
- Is part of an employee's normal work duties.
 - (Ex: clinical visits, recruitment)

The above all require odometer readings, or mileage log, or google maps printout, or mileage calculator in Concur to support number of miles being claimed.

3. FOREIGN TRAVEL ON STATE FUNDS

All foreign travel, other than Canada and Mexico, **will not be allowed** using State funds.

3.1 Canada and Mexico:

For purpose of the Pre-trip approval process, travel to Canada and Mexico. Must be denoted on the TR as foreign travel and must comply with and follow the foreign travel checklist. For the post-trip expense report use out-of-State coding for Canada and Mexico.

3.2 No Cost Travel/Pre-Trip Approval:

If travel to a foreign country including Canada and Mexico, is at **NO COST** to the University, the travel paperwork for foreign travel is **still** required. Please see Section 4. Foreign Travel on Local Funds for list of required travel paperwork.

3.3 Approval:

Once travel is approved by the President, traveler will receive a Cultural Insurance Services International (CISI) Insurance card for evacuation and repatriation from the Travel Office.

Traveler has the option to purchase additional foreign travel medical insurance through the Study Abroad Programs Office. Your CISI medical coverage includes, at no additional cost, a comprehensive on-line Portal of tools and information as well as access to 24/7 medical, personal, travel and security support.

Once this insurance is purchased through the Study Abroad Programs Office you will:

- Be issued your ID card, coverage brochure, consulate letter and claim form
- Be able to purchase an extra month of insurance for a period of personal travel
- Be able to view/update your online account profile information



- Be able to obtain contact information for emergencies and benefit/claim questions

You can also find valuable travel-related information, such as:

- Contact information for English-speaking doctors overseas
- Short-term travel alerts and travel warnings issued by the U.S. Department of State
- Country-specific information and profiles for every country of the world
- Links to overseas U.S. Embassy web sites
- Health and vaccination recommendations compiled by the Center for Disease Control (CDC)

NOTE: For Student Foreign Travel on State Funds see Section 20. Student Travel

4. FOREIGN TRAVEL ON LOCAL FUNDS

All foreign travel, other than Canada or Mexico, using designated tuition (28XXXX) funds **will be allowed**. The President or designee must approve foreign travel by University employees for which expenses will be reimbursed with other non-state funds. Please process foreign travel pre-trip approval 30 days prior to travel date. Foreign travel request(s) without a 30 day pre-approval from the President or designee may not be allowed.

If traveling to a foreign country please follow and complete the Faculty/Staff Foreign Travel Checklist and contact the Travel Office for Export Control clearance **first** before creating a Travel Request. Once the Travel Office has checked the travel destination for export control issues, traveler will be instructed by the Travel Office on required paperwork for the type of trip being taken. When destination and traveler are cleared, the following will apply:

Procedure to request permission for foreign travel must be accompanied by:

- Justification memorandum for trip
- If presenting paper, title of paper and or an excerpt of paper
- If attending a conference, a copy of conference flyer
- Copy of GSA –General Services Administration (US) Guide for Domestic Per Diem Rates sheet if meals and/or lodging are involved.
- Itinerary - A day-to-day listing of activities and areas being visited with justification on how the trip will benefit the University.
- Copy of Travel Advisory. Travel advisories issued by the U.S. Department of State can be obtained from their website: <http://travel.state.gov/content/passports/english/alertswarnings.html> or by the Travel Office.
- If traveling to a nation under a Travel Advisory, issued by the Department of State, restricting travel by United States citizens to such nation, traveler must check “Acknowledgement of Risk for Foreign Travel” on TR indicating that the traveler is aware of the Travel Advisory and the potential risks associated with travel to the nation under the advisory. If there is an extreme



risk alert/warning for the nation, an “International Travel Questionnaire for Extreme Risk Countries” must be uploaded to TR.

- All required travel paperwork has to be cleared by the Travel Office first, and the travel must be approved by the President before traveler can book airfare, hotel, etc.

The foreign travel package includes the above items and is required for obtaining proper approval for Foreign Travel.

All items contained in this package will be needed to complete required paperwork for any payment method(s) used, example travel credit card, expense report, and/or petty cash.

- If travel to a foreign country is at **NO COST** to the University, the travel paperwork for foreign travel is **still** required.

Foreign Travel Reimbursement Provisions:

Approved TR by the President or designee must be attached to the Travel Expense Report-and all required pre-trip paperwork uploaded in Concur.

- Lodging is reimbursed at actual expense. A complete itemized receipt is required.
- Meals are reimbursed at actual expense. Meal receipts are highly recommended. In the event that meal receipts cannot be obtained, meals must be itemized daily on travel expense report.
- Foreign currency conversions are automatically done in Concur. All USD conversions need to be written on the receipt.

Helpful links for foreign travel:

- [U.S. Department of State Travel Warnings, Alerts, & Visa Services](#)

NOTE: For Student Travel on Local Funds see Section 20. Student Travel

5. TRAVEL TO WASHINGTON, D.C

Any employee of TAMUCC planning official travel to Washington, D.C. will have to complete the on-line Office of State-Federal Relations form (OSFR) at least ten days prior to commencing travel.

http://governor.state.tx.us/osfr/forms/state_funded_DC_travel/

This requirement applies to all travel regardless of source of funds. One form can be completed for multiple travelers. Official travel consists of individuals who intend to confer on legislative or appropriations issues with U.S. Congress, the federal government, staff or officials.

For multiple travelers, attach a copy of forms with each travel expense report.

6. TRAVEL ADVANCE - EMPLOYEE



Faculty and staff are not eligible for a travel advance. Additionally, employees that travel more than one trip per year must apply for the corporate travel credit card (CBT).

Only under certain extenuating circumstances may be able to be issued a travel advance. Request for an exception to this rule may be requested in writing through the Travel Office. Employee must not be on State Hold.

Travel advances cannot be given on a State account. Proper accounting on a travel expense report is required for all travel expenses. Traveler must reconcile travel expenses and travel advance no later than two weeks after trip is taken. If traveler has a negative balance on the expense report, traveler must deposit monies into the account number and object code that the advance was issued. Employees who do not return previous travel advances in the approved time limits will not receive a new one. Travel Advance forms can be downloaded from the [Travel Website](#). It is necessary to have the proper NCR paper copies for accounting records. (Four copies, White, Pink, Yellow, Gold)

6.1 Procedure for Employee's Exception Travel Advance

Once employee receives an Exception for a Travel Advance, the following must be adhered to: Travel advance forms should be completed with an appropriate description and authorized approval. The TR number should be written on the Travel Advance Form. Advance should be for reasonable expenses such as meals, lodging, rental car, taxi and parking etc., and should be submitted at least 24 to 48 hours prior to date of trip. Only half of mileage calculations will be given as an advance. (Ex: 400 miles round trip to Austin, TX @ .50/mile, can only advance 400 miles @ .25/mile – can claim full mileage on expense report) Lodging advance is limited to the maximum GSA Per Diem Rate allowed for the destination. The amount of the travel advance should be included on the TR.

The original completed NCR travel advance form, along with the required supporting documents should be submitted to the Travel Office. Travel advance form can be downloaded from the Travel website; the correct numbers of copies on NCR paper have to be supplied. (Four copies, white, pink, yellow, gold)

Allow 24 to 48 business hours for processing. The Travel Office will call the traveler or administrative assistant when cash can be picked up from Business Office.

Balance due to TAMUCC must be deposited into account number and object code that advance was issued. Copy of deposit receipt must be attached to expense report. In the event a trip is not taken, travel advance should be returned by the following business day. It is advisable to take a copy of the original travel advance form to the Business Office when returning funds. Also, when preparing the travel expense report, attach a copy of the Travel Advance Form and the Business Office receipt.

A travel advance will not be given for registration fees or airline tickets. Registration fees should be paid with a State of Texas credit card or processed through Accounts Payable for a check made out to the organization (See [Conference Registration fee](#) for more information).



7. TRAVEL EXPENSE REPORT

Each employee who travels on State business will be reimbursed on the basis of actual expenses for meals and lodging UP TO a maximum daily amount allowed per GSA Per Diem rates. The State Legislature establishes the maximum daily amount allowed. A copy of GSA Per Diem Rates can be found on the [Travel Website](#). Foreign Travel, including Canada and Mexico qualify for actual expenses. The meal/lodging rates for foreign travel, Canada, Mexico and U.S. possessions as stated on the federal website are to be used for encumbrance purposes only. TAMUCC reimburses at actual expenses only.

Actual hotel expenses incurred, which exceed the State rates specified for State employees (higher lodging), may be reimbursed from institutional funds at the discretion of the Dean or Department Head level. This approval must be noted and approved on the TR to get reimbursed. There is no meal reimbursement for non-overnight stay, but other allowable expenses such as mileage, taxi, rental car, airfare and registration will be reimbursed.

Where applicable, the following information should also be included:

- Receipts for lodging costs-must be itemized receipt and have -0- balance
- Meals itemized per day** When traveling on grant funding, Office of Sponsored Research Administration determines receipt requirement; otherwise no receipts required (Foreign Travel meals must be itemized)
- Travel advance information
- Approved TR attached to expense report
- Other approved travel forms, if applicable (i.e., Washington, D.C.OSFR)
- Mileage from point to point destination
- Travel advance amount due employee or due TAMUCC
- Copy of GSA Per Diem Rate Sheet (if applicable)
- Travel advisory page (if applicable)
- Foreign Travel Checklist
- Export Control Checklist (if applicable)
- Acknowledgement of Risk for Foreign Travel form (if applicable)
- International Travel Questionnaire for Extreme Risk Countries (if applicable)

**Can be itemized as follows: (ex. Breakfast \$10; Lunch \$20; Dinner \$30; Taxi from Airport to hotel, hotel to conference, etc.; parking at hotel \$x; parking at airport \$x; Shuttle to hotel \$xx, etc.).

Reimbursement will not be made for the purchase of alcohol or alcoholic beverages.

Complete a travel expense report and include any travel advance received. Submit the expense report via Concur for processing.

8. AIRFARE

8.1 Contracted Airfare



Contracted airfare can be purchased in Concur. Contract airfare utilizing State funds can only be purchased with the traveler's State of Texas Travel credit card.

8.2 Airfare Processing Fee

Concur (Short's Travel Agency) processing fee will be charged to the same account as the airfare. This processing fee will be charged once a ticket is issued. Processing fees vary according to type of purchase (i.e. online airfare \$2/car rental \$0/hotel \$0, Travel Agent assistance \$14.50 per ticket, etc.)

8.3 Airfare Baggage Charge

Some airlines have begun charging an automatic baggage fee for the first checked bag. If the flight is a non-contract flight, a baggage fee may be charged. The university will reimburse the traveler for the fee on the first bag only. Excess baggage charges for personal belongings are not reimbursable. The traveler will have to be conducting university business and must note the exception on their travel expense report for not using contract airfare if it was available.

8.4 Cancellation of Flight

If air travel was purchased through Concur (Short's Travel) on-line software, cancellation should be processed on-line also. The cardholder will receive a credit if ticket is refundable. If non-refundable, the ticket will still need to be reconciled in. The traveler usually has up to a year from the date of purchase to use the ticket. A change fee will apply. If cancellation of flight was due to a business reason, personal emergency or natural disaster, the change fee is reimbursable and/or payable by the University. Traveler is responsible to pay the fee if any of these reasons do not apply. All other expenses encumbered for the canceled trip should be liquidated when an expense report is processed to reconcile the airfare.

8.5 Change of Flight

If flight changes are made an applicable fee will be charged. This is reimbursable and payable only if change was for a business reason, personal emergency or natural disaster. Traveler is responsible for the fee if these reasons do not apply.

8.6 Departed from an airport outside your headquarters

The cost of airfare and round trip mileage for University approved travel from an airport outside your headquarters is reimbursable if the total cost is less than the cost of contracted (if available) or a 14-21 day advance ticket purchase from the airport in your designated headquarters.

8.7 Commercial air transportation

A state employee is entitled to be reimbursed for the actual cost of commercial air transportation incurred to conduct state business. [Texas Government Code Section 660.091](#) The reimbursement may not exceed the cost of the lowest available airfare between the employee's designated headquarters and the employee's duty point. [Texas Government Code Section 660.093](#).



9. MEALS

9.1 Meal Expenses Incurred Within a Designated Headquarters

Except as provided in the next paragraph, a meal is not reimbursable, even if incurred while the employee is traveling to or from a duty point outside the headquarters. Employee may be reimbursed for meal expenses incurred within the employee's designated headquarters if the expenses are mandatory and connected with training, a seminar, or a conference.

The supporting documentation for the reimbursement of a meal expense incurred within the employee's designated headquarters must include a determination by the sponsor of the training, seminar, or conference that the meal was mandatory and connected with the training, seminar, or conference.

9.2 Overnight Travel within Texas

An employee is entitled to be reimbursed for meal expenses incurred on days that the employee conducts official state business at a duty point located outside the employee's designated headquarters.

The reimbursement is for actual expenses UP TO the daily maximum allowable per the GSA Per Diem rates. This reimbursement limit applies without a carryover from one day to another.

Case Example: The daily maximum allowable GSA Per Diem rate is \$54/day. Employee incurs meal expenses of \$38 on day one and \$56 on day two of the trip

Meal expenses incurred while traveling to and staying at a duty point the day before and the day after official state business begins and ends at the duty point are reimbursable.

Meal expenses incurred while traveling to and staying at a duty point more than one day before or after official state business begins and ends are not reimbursable unless the expenses are incurred to qualify for a discount airfare.

To qualify for reimbursement the following must apply and documented:

1. The amount of hotel and meals, plus the amount of the discount airfare should be less than the cost of an average contracted coach airfare that would be incurred had the employee not stayed the extra day at the duty point to qualify for a discount airfare.

9.3 Meal Receipt Requirements within Texas

Meal Receipts are not required. Meals should be itemized on a daily basis and identified as breakfast, lunch and dinner only. Snacks will need to be designated as one of the above.



9.4 Non-Overnight Travel Within Texas

There is no reimbursement for meals when employee travels without an overnight stay away from the designated headquarters. This is per System Travel Regulations 25.02.01.

9.5 Overnight Travel outside Texas but Within the Continental United States

Out-of-state travel is reimbursed for meal expenses incurred on days that the employee conducts official state business at a duty point located outside the employee's designated headquarters. The reimbursement is for actual meal expenses UP TO the daily maximum allowable per the GSA Per Diem rates. The daily reimbursement may not exceed the maximum allowable rate for the duty point.

Meal expenses incurred while traveling to and staying at a duty point the day before and the day after official state business begins and ends at the duty point are reimbursable.

Meal expenses incurred while traveling to and staying at a duty point more than one day before or after official state business begins and ends are not reimbursable unless the expenses are incurred to qualify for a discount airfare.

To qualify for reimbursement the following must apply and documented:

The amount of hotel and meals, plus the amount of the discount airfare should be less than the cost of an average contracted coach airfare that would be incurred had the employee not stayed the extra day at the duty point to qualify for a discount airfare.

Meal Receipt Requirements for Overnight Travel Outside Texas:

Meal receipts are not required. Meals should be itemized on a daily basis and identified as breakfast, lunch and dinner only. Snacks will need to be designated as one of the above.

9.6 Overnight Travel to Alaska, Hawaii, Canada, Mexico, the U.S. Possessions of Samoa, Guam, Puerto Rico, and Virgin Islands

1. Actual meal expenses are reimbursed for travel to the above areas. Meal expenses need to be itemized on a daily basis (i.e. breakfast \$8; lunch \$10; dinner \$15.00).
2. If receipts are included with expense report, all receipts must be converted to U.S. dollars and itemized on a daily basis. Currency conversion rate must be stated on the receipts.

9.7 Meals Expenses for Foreign Travel

1. Meals are reimbursed at actual expense.



2. Meal receipts are not required. If submitted with expense report, all receipts must be converted to U.S. dollars and itemized on a daily basis. Currency conversion rate must be stated on the receipts. **The meal/lodging amounts as listed on Federal website for foreign countries are not applicable**

9.8 Claiming Less Meals to Make Up for Higher Lodging Cost

A traveler may claim less for meals and add the difference to the lodging to cover the higher lodging overage. This does not require the Dean or Vice President's approval and applies to all local accounts only. Higher Lodging cannot be paid using State funds. If using State funds, traveler must cover the higher lodging overage with local funds. This includes the proportionate local hotel taxes associated with the overage. Traveler must note on expense report that he/she is claiming less meals to cover the higher lodging overage.

9.9 Business Meals

Business Meals should be purchased using the procurement card. Business meals require a Business Meal Form. The applicable business meal rules apply; names of attendees and purpose of business meal should be documented.

10. LODGING

10.1 Overnight Travel within Texas

An employee is entitled to be reimbursed for lodging expenses incurred on days that the employee conducts official state business at a duty point located outside the employee's designated headquarters. The State Travel Management Program (STMP) provides a list of all state-contracted hotels. These hotel/motel establishments should be used whenever possible.

Hotel Motel Directory can be obtained at:

<http://www.window.state.tx.us/procurement/prog/stmp/stmp-hotel-contract/>

Lodging expenses incurred while traveling to and staying at a duty point the day before and the day after official state business begins and ends at the duty point are reimbursable.

Lodging expenses incurred while traveling to and staying at a duty point more than one day before or after official state business begins and ends are not reimbursable unless the expenses are incurred to qualify for a discount airfare.

To qualify for reimbursement the following must apply and documented:

1. The amount of hotel and meals, plus the amount of the discount airfare should be less than or equal to the cost of an average contracted coach airfare that would be incurred had the employee not stayed the extra day at the duty point to qualify for a discount airfare.



10.2 Hotel Receipt Requirements within Texas

1. Original complete lodging receipt with proof and method of payment, with a zero balance, is required.
2. Internet receipt must be complete with proof and method of payment, with a zero balance is required.

10.3 Overnight Travel outside Texas but Within the Continental United States

An employee is entitled to be reimbursed for lodging expenses incurred on days that the employee conducts official state business at a duty point located outside the employee's designated headquarters. GSA per diem rates apply.

10.4 Exception For Out of State Lodging Is the Same as In-State Lodging

Lodging expenses incurred the night before official state duty begins at a duty point and the night after official state business ends will be reimbursed.

Lodging expenses incurred while traveling to and staying at a duty point more than one day before or after official business begins and ends are not reimbursable unless the expenses are incurred to qualify for a discount airfare.

To qualify for reimbursement the following must apply and documented:

1. The amount of hotel and meals, plus the amount of the discount airfare should be less than the cost of an average contracted coach airfare that would be incurred had the employee not stayed the extra day at the duty point to qualify for a discount airfare.

10.5 Increasing the Maximum Lodging (Higher Lodging) Reimbursement Rate

When traveling Out-of-State, the traveler has the option to claim less for meals and add the difference to the lodging to make up a higher lodging overage. If invoking this option, traveler must denote on expense report. This does not require the Dean or Department Head approval and applies to all local accounts only. State funds cannot be used to cover higher lodging or the local hotel taxes associated with the higher lodging.

10.6 Employee Sharing Hotel Room

When two employees share a hotel room, each individual should obtain their own receipt from the hotel. Receipt should have the person's name and date(s) of the stay. If the hotel does not give separate receipts, one receipt can be obtained as long as each traveler's name appears on the receipt. The traveler can only claim half of the cost and allowable local taxes of a room. A statement should be written on the receipt stating "only one half of hotel cost is being claimed." If half of daily rate is in excess of total allowed by GSA Per Diem Rates (higher lodging), then approval from a Dean or Department Head needs to be in place to get reimbursed for difference on institutional (local) funds.



Both travelers must process Concur expense reports and claim their half of the expenses. Most hotels will print two bills, each having the correct traveler's name. Sometimes the hotels cannot do this and in that case, both names should be on one bill. If the hotel cannot provide this or the traveler did not get this done then this will need to be documented.

In some instances, a State employee may charge another State employee's hotel room to his/her State issued travel credit card. In this case, the hotel charges and local taxes need to be itemized daily, per employee. On the expense report, the name of the "guest" traveler needs to be added on their expense line item, as an "attendee". The Travel Request for the owner of the expense report must be attached to the expense report. The second traveler's TR number must be referenced on the expense line item. If there is no TR number for the second traveler, a memo, signed by the supervisor, explaining why no TR or encumbrance for the trip was processed needs to be uploaded to the expense report.

10.7 Hotel Room Shared with Non-State Employee

When claiming hotel room shared with non-state employee, a statement must be written on hotel receipt indicating double-occupancy rate same as single occupancy if applicable. If rate is higher than single occupancy, only single occupancy rate would be allowed.

10.8 Lodging Receipts Requirements

A receipt issued by a lodging establishment for a lodging expense incurred by a state employee must be included in the supporting documentation for the reimbursement or payment of that expense.

10.9 Overnight Travel to Canada, Mexico, the U.S. Possessions of Samoa, Guam, Puerto Rico, and Virgin Islands

An actual expense for lodging is paid to travel to the above areas. Receipt requirements are same as in-state and out-of-state lodging.

All receipts must be converted to U.S. dollars and itemized. Currency conversion rate must be stated on the receipt(s)

10.10 Lodging Expenses for Foreign Travel

Lodging expenses are reimbursed at actual expense. Lodging receipt requirements are same as in-state and out-of-state lodging.

All receipts must be converted to U.S. dollars and itemized. Currency conversion rate must be stated on the receipts.

10.11 Lost Lodging Receipt Requirements



If a receipt is not available, a fax copy from the hotel will be accepted. Receipt must show proof and method of payment.

11. HOTEL OCCUPANCY TAX EXEMPTION CERTIFICATE

All employees of the Texas A&M System are considered to be employees of an educational organization. As such, they are exempt from paying the state portion of the Hotel Occupancy Tax. The Texas Hotel Occupancy Tax Exemption Certificate must be presented to hotels when traveling in Texas. Form can be downloaded from [Travel website](#).

Reimbursements for Texas Hotel Occupancy Tax charged on lodging will be made only in those instances where the traveler attempted to claim exemption as an employee of an educational organization but was denied by the lodging establishment. A note to this effect must be stated on the expense report naming the lodging establishment that refused to honor this certificate.

City, county and local taxes on lodging are reimbursable. However, employee can only claim tax on the amount submitted for lodging reimbursement on the expense report, (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.

When traveling out-of-state, the entire amount of tax charged can be claimed and no exempt form is needed. However, it can only be claimed on the amount of lodging claimed. (i.e., if the lodging rate is \$100 and traveler is only allowed to claim \$75, then only tax on \$75 can be claimed on the expense report).

Tax has to be claimed under "Hotel taxes". Do not include the tax with the lodging amount.

Texas Hotel Occupancy Tax Exemption Certificate

<http://cla.tamucc.edu/forms/Texashoteloccupancyexemptionform.pdf>

12. EXCEPTION TO HIGHER LODGING RATE

Deans and Department Heads are allowed to approve hotel rates higher than the state or federal allowed GSA Per Diem Rates, provided the difference is paid from a discretionary or local account. The request for higher lodging rates must be noted on the Travel Request for approval. This applies to both in-state and out-of-state travels. This authority cannot be delegated. Higher lodging rate will not be reimbursed if appropriate designee does not approve the Travel Request.

Expense Report Requirements

The amount of lodging being claimed on a state account cannot exceed the GSA allowed rates. The amount of lodging in excess of the allowed amount can be claimed on the same expense report as the state funded portion, but the higher lodging and local hotel tax amount must be allocated to a local or discretionary account number.

13. REQUEST FOR HIGHER LODGING RATE AND EXCEPTIONS ON STATE ACCOUNTS



Higher Lodging is not allowed on State accounts. **Exception:** The agency head or designee of the agency head may determine that local conditions necessitate an increase in the lodging rate for a particular location for both in-state and out-of-state travel. This determination must be documented internally by the agency and made available upon request during post-payment audit.

13.1 EXCEPTION TO HIGHER LODGING RATE

Deans and Department Heads are allowed to approve hotel rates higher than the state or federal allowed rates, provided the difference is paid from a discretionary or local account. The request for higher lodging rates must be noted on the Travel Request. This applies to both in-state and out-of-state travels. This authority cannot be delegated. Higher lodging rate will not be reimbursed if appropriate designee does not approve higher lodging on the Travel Request.

13.2 Expense Report Voucher Requirements

When a hotel expense including an amount for higher lodging is being paid from a local account, expenses can be submitted on **one** expense report. The full hotel expense including the higher lodging is entered on one line item.

If lodging expense is to be taken partially from a state account and partially from a local account, only one expense report is required. The hotel expense and the proportionate local taxes have to be itemized between State and local accounts. The State portion cannot exceed the GSA allowable rate. The higher lodging portion must be allocated to a local or discretionary account. There will be two line items for hotel (State and Local) and two line items for local hotel taxes (State and Local).

The amount of lodging being claimed on a state account cannot exceed the allowed rates.

14. REQUEST FOR HIGHER LODGING RATE & EXCEPTIONS ON LOCAL ACCOUNTS

Deans and Department Heads are allowed to approve hotel rates higher than the state or federal allowed GSA rates, provided the difference is paid from a local or discretionary account. The request for higher lodging must be noted on the Travel Request. This applies to both in-state and out-of-state travels. This authority cannot be delegated. Higher lodging will not be reimbursed or paid if appropriate designee does not approve higher lodging on the Travel Request.

14.1 Expense Report Requirements

When a hotel expense includes higher lodging, the GSA allowable rate and the higher lodging amounts are added together and entered as one line item and submitted on same expense report. (I.e. GSA \$108/night, Higher Lodging \$20/night, total line item \$128). Do not include the local hotel taxes as part of the lodging expense. Local hotel taxes are considered "hotel taxes".



15. PACKAGED TRAVEL ARRANGEMENTS

When a state employee purchases a conference package to be used on official state business: (meals, lodging, transportation, incidental, and registration fees), the voucher must separately state the cost of each type of travel arrangement included in the package. Each type is payable and/or reimbursable only to the extent it would be payable or reimbursable had it not been included in the package. For example, if a package of travel arrangements included a lodging expense in Texas of \$90 per day, and the GSA allowable is \$80 per day, then only \$80 of the expense is payable or reimbursable.

When the package of travel arrangements includes a registration fee/meals/lodging, or meals and lodging, the mandatory meals and lodging expenses are fully payable and/or reimbursable. Meals and lodging expenses that are not mandatory are payable and/or reimbursable only to the extent they would be payable and/or reimbursable had they not been packaged with a registration fee. (I.e. Registration Fee includes meals and lodging – all is fully payable and reimbursable; Registration Fee does not include meals and lodging – Can only pay or reimburses the GSA allowable rates for meals and lodging)

State the cost of each type of travel arrangement included in the package. In addition, a receipt from the seller of the package and any other receipts received must be included in the documentation. The receipts must be complete and show proof and method of payment.

A meal or lodging expense that is packaged with a registration fee is considered to be part of the registration fee and must be charged to the same object code as the registration fee (5215). A meal or lodging expense that is not mandatory must be stated separately from the registration fee and must be charged to the usual object codes for meals and lodging.

15.1 Social Events Meals and Activities Cost

- Social event meals that are not included as part of registration can be considered part of the daily GSA allowable meals.
- Social activities unrelated to conference, such as golf, sightseeing, etc. are not reimbursable.

15.2 Conference Registration Fees

Advance payment of conference registration fees is made by issuing a purchase order directly to the organization sponsoring the conference; or charged to a travel credit card; or to a procurement card; or voucher create sent to Accounts Payable to send a check with the registration form. Payment for registration fees cannot be made more than six weeks in advance of the event, except when registration is required farther in advance to reserve space or to obtain a substantially reduced rate (early bird or limited seating). Proof is required.

Conference registration fees may also be paid directly by the employee. However, employee will only be reimbursed after attending the conference. Claim for reimbursement should be made on an expense report with a copy of receipt and registration form uploaded to expense report.

15.3 Organizational Membership Fee



Organizational membership fees should be submitted either with a purchase order or on a voucher create form. It should not be submitted on a travel expense report. In order for an organizational membership fee to be paid, it must have prior approval by the President on the official membership list.

15.4 Travel by More than One University Employee to Conferences and Meetings – Multiple Travelers

When traveling on state or local funds, if more than one employee travels to the same duty point, number of travelers and justification must be clearly stated on the Travel Request. A Dean or Department Head's approval is required on the TR.

If three (3) or more State employees attend any out-of-state meeting/program or five (5) or more State employees attend any in-state meeting/program, the Dean or Department Head's approval is needed and justification must be clearly stated on the TR.

Multiple travelers must also be noted on the travel expense report with justification.

16. MILEAGE, PARKING AND TOLLS

A State employee is entitled to be reimbursed for the mileage incurred during the employee's use of a personally owned or personally leased motor vehicle. With the exceptions of tolls and parking expenses, a mileage reimbursement to a State employee is inclusive of all expenses associated with the employee's operation of a personally owned or personally leased motor vehicle.

The amount of a mileage reimbursement may not exceed:

- The number of miles traveled as limited by Google Maps; and
- The applicable mileage rate.

16.1 Travel Expense Report Requirements:

1. The supporting documentation for a reimbursement of mileage must show that the travel was by a personally owned or leased motor vehicle.
2. Object code 3016 must be used for mileage if the travel occurs within Texas.

16.2 Mileage Rate

The current mileage reimbursement rate for travel is located on the TAMUCC travel website

16.3 Using Odometer Reading

The number of reimbursable miles traveled by a State employee may not exceed the number of miles of the most cost-effective route between the origin of the employee's travel and the employee's final destination. If the employee conducts official State business at locations between the origin of the travel and the final destination, the most cost-effective route between the origin and the final destination must include the intermediate locations.

The shortest route between points is presumed to be the most cost-effective route. An employee may request reimbursement for mileage using their odometer readings (starting



mileage vs. ending mileage broken down point to point) or by utilizing Google Maps if one of these methods is more cost effective.

If you are traveling to a location and you are staying for a few days, you can claim point-to-point intra-city mileage with point-to-point odometer readings, listing either a physical or descriptive address. A descriptive address can be used when there is not a physical address. This can be listed on a Mileage Log and attached to the travel expense report. Those miles are not reimbursable unless they are properly itemized on a point-to-point basis with point-to-point odometer readings. Traveler may also use the built in mileage calculator in Concur.

"Point" means:

- The entire area within the boundaries of an incorporated municipality, if the origin, intermediate location, or final destination of the travel is within those boundaries, or
- The building, house, highway intersection, or other similarly localized spot where the origin, intermediate location, or final destination of the travel is located, if that spot is not within the boundaries of an incorporated municipality.

16.4 Travel Expense Report Requirements:

1. The supporting documentation for a reimbursement of mileage must show that the travel was by a personally owned or leased motor vehicle.
2. Object code 3016 must be used for mileage if the travel occurs within Texas.
3. If odometer readings are utilized, a mileage log showing the addresses of point-to-point locations must be attached.
4. If Google Maps is used to calculate the mileage, Google Maps printouts documenting point to point address mileage calculations must be attach to travel expense report or the built in mileage calculator in Concur can be utilized.

16.5 Out of State Mileage Computation

Mileage to out-of-state duty point is limited to the cost of the contracted average coach airfare unless cost of mileage is less. The quote for the airfare must be obtained 14 - 21 days before the trip is scheduled. If the quote is obtained outside the 14 day window before the trip, the traveler will be limited to half of the quote since it was not obtained as required. A quote on the refundable rate can be used as long as it does not exceed 25% of the cost of the non-refundable rate. Cost comparison is required and the [mileage calculation tool](#) is located on the travel website.

Travel time allowed for trip by driving a car is limited to a day before conference or event and one day after conference or event. Hotel and meal expenses will be reimbursed for the day before the conference or event and meals will be reimbursed for returning to headquarters after the conference/event. Anything in excess of this is not reimbursable. Comparison must be



stated on travel expense report or a spreadsheet attached to the travel expense report to claim reimbursement. See mileage calculation link above.

Date	Meals	Lodging
Travel Day 1- before conf. begins	yes	yes
Conf.Begins	yes	yes
Conf. Ends	yes	yes
Travel Day 2-return to headqtrs.	yes	no

If an employee uses a longer route to calculate the amount of a mileage reimbursement for an out-of-state travel, then the supporting documentation for the reimbursement must include a statement and a reasonable justification from the Dean or from the Department Head that the longer route is the most cost-effective than the shortest route.

16.6 Local Mileage

If an employee's place of employment is located off the Texas A&M University-Corpus Christi (TAMUCC) campus, the employee may be entitled to claim reimbursement for mileage from their office to the TAMUCC campus for travel relating to University business only (i.e., required meetings, dropping off or picking up business paperwork). Claiming mileage for traveling to TAMUCC campus to pick up paycheck would not be considered reimbursable travel.

16.7 Travel between a Residence to Airport or Airport to Residence

An employee will be reimbursed mileage when traveling between a residence and an airport. If the travel occurs during working hours, the reimbursement may not exceed the reimbursement that would be paid if the employee had traveled between the employee's place of employment and the airport. The latest time that an individual may check in for the flight as specified by the airline, determines whether travel to the airport occurs during working or non-working hours. If flight check-in time is before working hours, mileage claimed should be from residence. The actual arrival time of a flight determines whether travel from the airport occurs during working or non-working hours.

Employee's working hours are 8-5. Flight departing at 10:00 a.m. with a check-in-time of 8:30 a.m. Employee leaves their residence to the airport at 7:00 a.m. Employee can only be reimbursed from their place of employment to the airport as the check-in time is during working hours. Also, employees will be reimbursed to place of employment when arrival is during working hours that is before 5 p.m.

- From place of employment if flight check-in time is during working hours
- From residence if check-in time is before working hours

A state agency may reimburse a state employee for the mileage incurred by another person while transporting the employee between the employee's residence and an airport. However, the reimbursement may not exceed the reimbursement that would be paid if the employee



had parked a personally owned motor vehicle at the airport. This section only applies when the purpose of traveling between a residence and the nearest airport is to catch or disembark from a flight.

Travel Expense Report Requirements:

If claiming reimbursement for mileage incurred by another individual while transporting the employee between the employee's residence and the airport, then specify the cost of parking at the airport that would have been incurred had the employee transported himself or herself. Mileage cost cannot exceed airport parking cost.

16.8 Travel To/From a Residence and a Duty Point

Mileage to or from residence must be less than or equal to mileage to or from place of employment unless travel was on weekend or traveler returned after working hours.

When claiming mileage to or from residence, 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 travel expense

16.9 Personal Vehicle Liability

On occasions when you choose to use your personal vehicle for a business purpose, be aware that should an accident occur, there could be some personal insurance ramifications. Any claim made pursuant to an accident involving an employee's personal vehicle would be made against either the employee's personal automobile insurance or the other driver's insurance. Other than worker's compensation, the University is not liable for any claims, including the employee's deductible. It should also be noted that, in some cases, insurance carriers may deny a claim for an employee's accident if the employee is not paying the higher insurance rates for a vehicle used in business.

16.10 Parking

A State employee on official state business may be reimbursed for the parking expenses incurred when the employee travels in a State-owned motor vehicle, a personally owned or leased motor vehicle or a rented motor vehicle.

A parking expense incurred by a person while dropping off or picking up a State employee at the airport is reimbursable. List each day the expense was incurred.

16.11 Tolls

A State employee on official state business may be reimbursed for tolls paid when the employee travels in a personally owned or leased motor vehicle, a rented motor vehicle, or a State-owned or leased motor vehicle.

No reimbursement will be paid for tolls:

- While operating a personally owned or leased motor vehicle if the mileage incurred while engaged in that travel is not reimbursable;
- While operating a rented motor vehicle if the rented cost is not reimbursable; or



- While using a rented motor vehicle to obtain a meal within the employee's designated headquarters.

16.12 Coordination of Travel (Four-Per-Car Rule)

If more than four state employee's travel to the same duty point with the same itinerary to conduct the same official state business, coordination of travel is required for each group of four employees.

17. INCIDENTAL EXPENSES

17.1 Reimbursable Expenses

A state employee is entitled to be reimbursed for the following expenses if they are incurred for an official state business reason. This is only a partial list.

1. Hotel occupancy or local hotel taxes
2. Business telephone calls
3. Personal phone calls for overnight stay. One telephone call per day. (must have supporting documentation and only use a local account)
4. The cost of money orders
5. Gasoline charges when rented, state-owned or leased motor vehicle is used
6. Toll charges
7. Repair charges when a state-owned motor vehicle is used
8. Business copying charges
9. Freight charges for state equipment or materials
10. Foreign travel: passport or visa charges, airport boarding passes, departure taxes, and inoculations
11. Business postage expenses
12. Notary fees
13. Charges to exchange U.S. currency for foreign currency and vice versa
14. Travelers check charges if a state agency requires the employee to purchase the checks
15. Mandatory charges by a commercial lodging establishment other than room rate and additional person's charges
16. Books or documents purchased for and while attending a seminar or conference. A signed statement must be included with the travel expense report that the books or documents will remain the property of TAMUCC.
17. Mandatory service charges for loading and unloading state equipment
18. Business facsimile charges
19. Sales and use taxes if either the applicable law does not provide an exemption from those taxes or the procedure for claiming a legally available exemption is not honored by the person collecting the taxes.
20. Parking
21. Medical evacuation insurance when traveling in a country whose medical facilities makes the insurance reasonably necessary.
22. Service charges validly imposed by a travel agency.



17.2 Non-Reimbursable Expenses

The following expenses are not reimbursable, regardless of whether they are incurred while conducting official state business. This is only a partial list.

1. Any expense that does not relate to official state business.
2. Any expense, with the exception of parking and toll expenses that are related to the operation of a personally owned or leased motor vehicle.
3. Excess baggage charges for personal belongings
4. Personal expenses, such as the rental or purchase of videotape for entertainment, an alcoholic beverage, dry cleaning, or laundry
5. Kennel expenses for a pet

17.3 Travel Expense Report Requirements

1. The supporting documentation for a reimbursement of a telephone call expense must include a determination that the call was related to official state business.
2. If books or documents purchased for and while attending a seminar or conference require a statement that the items will remain the property of TAMUCC. This is also required of any supplies purchased that are consumed during the business trip.
3. If materials purchased for a presentation are purchased before the travel occurs, the purchases should be made on a Limited Purchase Order or with a University Procurement Card. Requires a statement that supplies purchased will remain the property of TAMUCC

18. PROSPECTIVE EMPLOYEES TRAVEL

18.1 Prospective Employee's Travel Request (TR)

Prospective employee expenses are processed the same way as faculty and staff. A Travel Request (TR) must be processed. Examples of expenses to be encumbered are mileage, meals, parking, airfare and hotel, etc. A prospective employee is not exempt from hotel occupancy taxes. Those taxes may be reimbursed as an incidental expense if expense incurred by prospective employee.

Prospective Employee's signature is not required on the TR, but the supervisor or his designee must approve the TR.

When a state agency requests a prospective state employee to travel to the agency's offices for an interview or evaluation, the agency may reimburse the prospective employee for travel expenses in the same manner as a state employee. Prospective Employees are coded 3210.

18.2 Airfare



Airfare arrangements should be made through Concur. Airfare for the spouse will be reimbursed if approved by the appropriate Vice President and can be charged on the State travel credit card. This expense is taxable income to the individual.

18.3 Hotel Accommodations

Hotel accommodations can be charged to a State issued travel credit card a complete list of approved State contracted hotels are located on the TAMUCC travel website.

18.4 Travel Expense Report

Additional expenses for the candidate can be reimbursed on a travel expense report. The travel expense report will require receipts for airfare, lodging and rental car. All expenses should be coded to Object Code 3210.

19. SPEAKER AND CONSULTANTS

A **TAMUCC Contract Form** and a [Twenty Factor Form](#) detailing determination of Employee vs. Independent Contractor relationship must be completed. A limited purchase order (L#) or a Purchase Requisition (R) should be created to encumber all expenses. Forms must be approved and submitted to the Procurement and Disbursements Department before commencement of work.

Speakers and consultants will not be reimbursed without an approved contract. Copy of the forms can be downloaded from <http://adminservices.tamucc.edu/> or can be obtained by calling Procurement and Disbursements Department at Ext. 2617.

19.1 Airfare, Hotel, and Rental Car

If it is in the best interest of the University to make travel arrangements then the airfare, hotel and rental car can be charged to a State issued travel credit card. If the contract does not specify who is making the travel arrangements, then the speaker/consultant should make their own arrangements. Travel arrangements can be made through Concur. Speakers/Consultants are not eligible for contract airfares. Hotel reservations must be charged to a State issued travel credit card. A Travel Request for a “guest” traveler must be processed for all travel related expenses, or a contract may be used in lieu of an approved Travel Request. Please specify on contract agreement whether expenses are billed by the speaker/consultant or paid to other vendors via State issued travel credit card (hotel or rental companies).

19.2 Reimbursement

Travel expenses must be processed through Concur.

20. YEAR END PROCEDURES FOR TRAVEL FUNDS

If current fiscal year’s funds are encumbered for travel to be completed before the end of August, reimbursement can be made in the current or next fiscal year from both local and state funds.

You cannot use current year’s funds to pay for travel that begins after September of the new fiscal year. You will have to create a Travel Request from the next fiscal year funds. Procurement and Disbursements Department will send out a memorandum to inform you when new fiscal year’s encumbrances can be processed. Normally, during August, you can encumber next fiscal year’s funds.



Please contact Travel Office if you need to reserve airfare or other travel related items for next fiscal year prior to August.

If travel crosses over fiscal years, two Travel Requests (TR) must be processed, one for each fiscal year, and the expenses prorated on separate travel expense reports. This applies to state accounts only. If expenses are to be reimbursed on local accounts, only one TR (current fiscal year) needs to be assigned and one travel expense report submitted.

Registration for conferences that occur in next fiscal year can be charged to current fiscal year if payment meets advance payment test. If check is cut before August 31, it can only be from current year funds and Department cannot request that next fiscal year's funds be used.

21. STUDENT TRAVEL (updated September 2011)

21.1 Travel Guidelines

Student Travel on States Funds is prohibited. Refer to [University Rule 13.04.99.C1](#) on Student Travel for more information.

21.2 Procedures for Reimbursement of Student Travel

Any person who travels on behalf of the University in a student capacity must adhere to the same travel rules and regulations as faculty and staff. A student traveling in the capacity of an employee must refer to procedures concerning employees travel.

Before a trip is taken, a Travel Request (TR) must be processed by the sponsoring department. This TR is required for permission to travel and outline budget/expense restrictions the department may wish to impose. Student travel should be classified as "student travel" on the travel expense report.

21.3 Travel Request (TR) (updated January 2013)

A Travel Request (TR) must be processed providing destination, date(s) of trip, purpose and benefit of trip with approval by the processing department. The TR for student must be processed by a State employee on Concur as a "guest" traveler; classification type should be student travel. Estimate funds for encumbrance such as: airfare, lodging, meals, taxi, parking, incidentals and mileage.

21.4 Travel Advance Form (updated September 2011)

Students on University sponsored travel are eligible to receive a travel advance using local funds only.

21.5 Procedure for Travel Advance: (updated September 2011)

1. Department must fill out [Travel Advance Form](#) with appropriate description, local account number and a manual Official Travel Request. Account number to use must be a local account and coded to 1320.
2. Completed Travel Advance Form and a copy of approved manual OTR must be submitted along with copy of GSA rate sheet (if requesting funds for lodging and meals) and sent to Travel Office for processing.



3. Travel Advance Form will be processed and traveler or processing administrative assistant will be called by the Travel Office that travel advance is ready for pick up at the Business Office. Allow at least 24-48 hours for processing travel advance.
4. Please inform Travel Office if special handling instructions are required for cash disbursement
5. All receipts are required for all expenses using travel advance funds.
6. Reconciliation of expenses must be processed no later than 2 weeks after last date of travel.
7. Failure to meet this deadline may result in taxable income to student and student may be placed on Hold.

21.6 Student Travel Expense Report

1. Travel Expense Report must be processed no later than 2 weeks after last date
2. Do not have student return excess cash until all travel expenses have been reconciled.
3. If a positive balance is due, student will receive reimbursement from TAMUCC. Please check that student is direct deposit for Accounts Payable.
4. If a negative balance is due, student must deposit the funds equal to the negative amount back into account used for funding the travel advance.
5. It is advisable that the student take a copy of the Travel Advance form given when funds were received, to the Business Office to ensure funds are deposited to the correct account.
6. Process a manual student travel expense report and attach the original approved OTR to report. Attach all original receipts (i.e. hotel, meals, registration, vehicle rental, bus, train and airfare
7. A travel expense report must be processed whether reimbursement is due or not. This is the only way a travel advance will be cleared.
8. If travel advance is not cleared within two weeks of completion of travel, the student will not be eligible for future travel advance and a hold will be placed on the student's record.

21.7 Student Travel Expense Codes (updated September 2011)

All student travel should be classified "student travel". Concur is pre-programmed with the correct student travel codes.

Receipt Requirements:

- **Airfare passenger receipt:** Receipt required.
- **Lodging receipts:** Receipt required. If room is shared with another person, both names must appear on the receipt and each student has to claim half the amount of cost. If only one person's name is on the receipt, then that person has to add a statement certifying that his colleague paid for his/her share of the room. Since students are not state employees, they must pay both state and county or city tax. These taxes are reimbursable.
- **Lodging** cannot exceed the daily maximum allowable as stated on the General Services Administration (GSA) Guide for Domestic Per Diem Rates unless a Dean or Department Head approves a higher lodging rate in excess of the maximum allowable.



- **Meals:** Receipts are not required for meals (unless using travel advance monies). Actual meal expenses cannot exceed daily maximum allowable as stated on the (GSA) Guide for Domestic Per Diem Rates. For In-State travel, if a location is not listed, the standard rate applies.
- **Public transportation:** Receipts are required for bus or train.
- **Registration:** Receipt required. Social events are not reimbursable unless approved by a Dean or Department Head in advance of travel, justified on the travel expense report and local account used.
- **Rental Vehicle:** Receipt required. Enterprise and Avis are the State contracted rental car agencies that should be used.
- **Taxi/Parking:** Receipts are not required for taxi or parking, however fees must be itemized, showing date, location, to/from and amount. If receipts are attached, the fees do not have to be itemized.
- **Tips:** Tips are reimbursable as part of the meal expense and cannot exceed 20% maximum.

A student has to file a travel expense report within two weeks of his/her return from the trip. If this is not done, a financial hold may be placed on student until travel is reconciled. Travel is considered reconciled once a student's travel expense report and/or journal entry is sent to Accounting for processing.

22. STUDENT FIELD TRIP

Student on field trips must abide by University Safety Rules regarding automobiles. Refer to [University Rule 13.04.99.C1](#) for more information.

22.1 Student Field Trip Itinerary and Waiver of Liability Forms

Students going on a field trip with Faculty/Staff/Sponsor must complete a Waiver of Liability Form and an Emergency Form.

Faculty/Staff/Sponsor must complete a Student Travel Checklist and collect Waivers of Liability and Emergency Forms for each student participating on the field trip. All drivers must be cleared by University Police Department. A trip itinerary, class roster and/or participant list with signatures must be submitted with student travel packet. Original student travel packet must be kept in the department and a scanned copy of the student travel packet needs to be sent to travel@tamucc.edu. The Travel Office will upload the student travel packet to Laserfiche and inform-University Police (UPD) of upcoming trip

[Waiver of Liability](#)

[Field Trip Itinerary](#)

23. UNIVERSITY VEHICLE

The College of Science and Engineering have vehicles for official University business. These vehicles are usually used for student field trips. Billing is by inter-departmental transfer of funds. A



departmental account cannot be charged and then receive reimbursement from another entity for the usage. To reserve a vehicle, send a memo to Chriss.Shope@tamucc.edu. Include in the memo destination, date vehicle is needed, date of return, and account number. Call Extension 2887 for additional information.

24. CONTRACT VENDORS AND RATES

- 24.1 Contract Airline Fares
- 24.2 Contract Hotels
- 24.3 Contract Car Rentals
- 24.4 Contract Vendor Exceptions
- 24.5 Paying for Rental Car Services

25. STATE CREDIT CARD (CITIBANK)

- 25.1 When to Use Credit Card to Purchase Airline Ticket

TRAVEL CARD CREDIT LIMITS:

25.2 All Travel Cards have monthly spending limits. Limits may vary for each cardholder and will be established by the Department/Division Head. Questions regarding the limits will be sent to the Program Administrator in writing or via e-mail through the Department/Division Head. If the request is granted, the Program Administrator will process the request with Citibank.

Temporary Increases in Credit Limits must be requested in writing or via e-mail through the Department/Division Head to the Program Administrator. If the request is granted, the Program Coordinator will process the request with Citibank. All Temporary Requests will have an amount of increase, beginning date and ending date. Then, the limit will automatically resume to the original Credit Limit assigned on the application. The Program Administrator will insure that the Temporary Requested Limit is returned to the original amount.

TRAVEL CARD USAGE

25.3 A&M System Regulation 21.01.03 Disbursement of Funds states individually-named, agency-paid credit cards must be used for OFFICIAL BUSINESS ONLY.

26. TRAVEL EXPENDITURE CODES WITHIN TEXAS

27. TRAVEL EXPENDITURE CODES FOR OUTSIDE THE STATE OF TEXAS

APPENDIX I - EXCEPTION TO STATE TRAVEL POLICY

APPENDIX II - TRAVEL OFFICES

APPENDIX III - SANBORN'S TRAVEL AGENCY

APPENDIX IV - TRAVEL WEBSITE INFORMATION

APPENDIX V - OTHER USEFUL LINKS