

TEES Receipt Guidelines

Travel Expense Type	Attach Itemized Receipts?	Additional Documentation/Comments
Transportation Expenses		
Rental car	Yes, final itemized receipt	See TEES Travel Policy for requirements
Taxis, Trains, Buses, Shuttles, Subways, Limousines (Limos must be documented as least expensive method)	Receipts required if \$75 or more	For each expense include point to point description, date and dollar amount
Airfare (Do not include agency fee as it is an incidental expense)	Yes, passenger receipt/ e-ticket receipt	See TEES Travel Policy for requirements
Personal Car Mileage	Concur mileage calculator or mileage log	Mileage log must include number of miles along with beginning and ending addresses.
Parking (includes taxes)	Receipts required if \$75 or more	For each expense include location, date and dollar amount
Meals and Lodging		
Meals	Required if claiming above GSA	TEES pays actual meal expenses (not per diem); no receipt required if equal or below GSA; If above GSA, all receipts for that day required. If Federal, first and last day limited to 75% of GSA.
Lodging (Do not include hotel tax as it is an incidental expense)	Yes, final itemized receipt	See TEES Travel Policy for requirements
Incidentals		
Airfare agency fee, hotel tax	Yes	
Gas for rental vehicle	Receipts required if \$75 or more	If rental car includes any personal days, prorate gas
Checked baggage fee	Receipts required if \$75 or more	1st bag only unless business reason for 2nd
Toll, Bridge, Ferry, Tunnel Fees	Receipts required if \$75 or more	For each expense include date and dollar amount
Business telephone calls, faxes, internet	Receipts required if \$75 or more	Only reimburseable if for business reason
Purchase of supplies while in travel status	Yes	Include reason for purchase and remember purchase should be tax exempt if within the state of Texas
Proceedings, publications, abstracts	Yes	
Visa fees for foreign travel	Receipts required if \$75 or more	
Registration and Memberships		
Membership Dues	Yes	Membership letter must be approved to be allowable. Federal has special rules.
Conference Registration - includes workshops and tutorials	Yes	See TEES Travel Policy for requirements
Other		
Prospective employee travel expenses	See above for categories	In the comments, indicate the position for which the traveler is interviewing