

Refer to the TEES Travel website for complete Local, Federal & State policies, travel references & forms, etc.:
<https://tees.tamu.edu/fiscal/travel/index.html>

Only travel expenses related to TEES business will be reimbursed. Reimbursement should not be claimed for items provided free of charge, previously reimbursed by another source, or costs which will be paid or reimbursed from any other source in the future.

When specific travel guidelines are included in the terms of a sponsored agreement, the provisions of that agreement will govern the reimbursement (Special Sponsor Guidelines). Projects that follow State Policy or Federal Travel Policy will also vary from this summary.

All travel requires a Concur travel request (TR). All foreign trips require a Concur TR to be approved 7 days prior to travel beginning. A detailed daily itinerary must be included with foreign.

After all travel, an expense report must be prepared and submitted through Concur (referencing the TR) in order to reimburse the traveler for out-of-pocket expenses and to account for expenses charged to the employee's University/Agency travel card. Expense reports should be submitted within 30 days of the end of a trip. If not submitted within 90 days, the traveler will be taxed on all the trip expenses.

Air Transportation

Must travel economy/coach or other special discount fare. Airline ticket receipts are required, regardless of payment method. Cancellation/change fees require reason and must comply with cancellation policy.

Traveler must comply with the Fly America Act when traveling overseas on federal funds. The Concur booking tool is strongly encouraged as the simplest way to comply with this Act.

Mileage

Personal vehicle mileage is reimbursed at the current IRS allowable rate per highway mile. If driving a personal car or rental car out-of-state, reimbursement cannot exceed the equivalent of airfare (quote required), except under circumstances when the vehicle is used for transportation of materials or equipment.

Rental Vehicle

Itemized receipts are required. Rental cars should be standard or smaller class; larger vehicle will need written business justification. If the car is retained over personal leave days, the rental fee as well as rental car gasoline must be prorated. The cost of collision damage waiver (CDW) or loss-damage waiver (LDW) coverage is reimbursable and included on most state contract rentals. Charges for personal accident insurance (PAI), personal effects insurance (PEI), etc. are not reimbursable except when the car is rented in a foreign country.

Cannot pay the 10% Texas motor vehicle rental tax. The exemption form must be presented to the rental car company at the time car is picked up.

Taxi, Shuttle, Bus, Subway

Reasonable/necessary charges for taxi, shuttle, bus and subway services are reimbursable. For each expense include point to point description, date and dollar amount; receipt required when cost is \$75 or more.

Train

Must travel economy/coach or other special discount fare. For each expense include point to point description, date and dollar amount; receipt required when cost is \$75 or more.

Toll, Ferry, Bridge, Road & Tunnel Fees

For each expense include date and dollar amount; receipt required when cost is \$75 or more.

Parking

For each expense include location, date and dollar amount; receipt required when cost is \$75 or more.

Communications

Travelers will be reimbursed for communication expenses that are reasonable and necessary for conducting business. Itemized receipts are required when cost is \$75 or more.

Conference Registration

Proof of payment is required with a receipt from the conference sponsor with the full name of the conference,

dates of the conference and name of attendee. Receipt is required.

Lodging

With valid lodging receipts, travelers may be reimbursed for the actual costs of reasonable and necessary lodging at single room rates (outside headquarters city). Travelers are encouraged to review GSA rates and obtain lodging near that dollar amount.

Itemized receipts for lodging are required. The receipt needs to include name and address of the lodging establishment, name of traveler, single room rate, and daily itemization of charges, along with proof of payment.

As employees of the State of Texas, travelers are exempt from the 6% Texas state hotel occupancy tax. Travelers must present an exemption certificate to the hotel desk clerk at the time of check-in. The form can be found on the TEES Travel website under Travel References & Forms.

Meals

Travel meal reimbursements are for the traveler's meals only on overnight trips. Reimbursement includes the actual cost of reasonable and necessary food (not per diem), non-alcoholic beverages, gratuities, taxes, and other incidental expenses. Alcoholic beverages are unallowable and must be deducted before submitting a claim.

No meal receipts are required if meal reimbursement is equal to or below the daily GSA meal rate (based on lodging location). If above the GSA, all itemized meal receipts for that day are required or all meals be paid on agency-issued travel card.

On federal funds, please note that meals are limited to ¾ of the GSA applicable rate on the first and last day of travel.

Domestic GSA rates can be found at
<http://www.gsa.gov/portal/content/104877>

Foreign State Department rates can be found at
https://aoprals.state.gov/content.asp?content_id=184&menu_id=78

Alaska, Hawaii, U.S. Territories and Possession rates can be found at
<http://www.defensetravel.dod.mil/site/perdiemCalc.cfm>

Allowable Miscellaneous Expenses

Receipts are required when cost is \$75 or more.

Examples of allowable miscellaneous expenses incurred while in travel status include, but are not limited to, the following:

Gasoline for rental cars

Baggage fees (one bag per trip without business justification)

Overweight/Oversized baggage fees with a business justification

Passport and/or visa fees

Costs of photographs for passports and visa

Foreign country exit fees

Laundry/dry cleaning: Allowed for domestic travel if incurring a minimum of four consecutive nights lodging on official travel.

Fees for traveler's checks/currency exchange

Porterage, special transportation and tips for handling business equipment and materials

Postage for official mail

Fees for money orders and/or certified checks

Transaction fees for use of ATM machine

Memberships (if it reduces the overall cost of attending the conference)

Unallowable Expenses

Examples of expenses that will NOT be reimbursed include, but are not limited to, the following:

Entertainment expenses and related social activities such as tours and dances

Parking tickets/fines or speeding tickets/fines

Frequent flyer mileage fees

Alcoholic beverages

Gasoline purchases for personal vehicles when claiming mileage

Personal items purchased due to lost/delayed baggage

Office supplies not related to business

Health Club fees

Magazine, newspapers and books unrelated to business

Hotel movie rentals and airline headsets

Costs incurred by unreasonable failure to cancel transportation or hotel reservations

Lost or stolen tickets, cash, or property

Personal credit card delinquency fees or finance charges



Fiscal Office

**Traveler
Reference
Guide**

(TEES Travel Policy)