

From: Murphy, Jennifer
Sent: Tuesday, November 13, 2007 10:29 AM
To: GRP-APS Customer Advisory Group
Subject: FW: Travel Policy Update

Good Morning,

We wanted to pass along an e-mail below related to recent updates to the System Administration Travel Policy, and to communicate with you regarding some additional travel related items.

Locally Funded Travel Vouchers

As you are aware, OSS-Accounting & Purchasing Services began review and approval of locally funded travel vouchers on September 1st. Since that time, it became evident that when U. T. Austin was reviewing the locally funded travel vouchers they were not monitoring compliance with the System Administration Travel Policy. We appreciate your patience as we find ourselves asking you for documentation that you have not been asked for in the past. Specific examples include:

- Mileage reimbursement – documentation must be included to substantiate the request (i.e., TX Mileage Guide or mapquest and itineraries).
- For domestic travel outside Texas – Reimbursement for meals and lodging should not exceed the locality-based maximum rates published by the Office of the Comptroller of Public Accounts. If the rate is exceeded, an explanation must be included along with the reimbursement request.
- If you are submitting a local travel voucher for the “overages” from a state funded voucher please submit a copy of the state funded voucher with the local travel voucher.

State Funded Travel Vouchers

Some of the common reasons that we have to return these vouchers relate to areas we sent guidance out on in May 2007. Please re-read that guidance (there is a link in the underlined words in this paragraph or you can go to <http://www.utsystem.edu/act/TravelVouchersappfunds.pdf>) that states specific requirements when using state funds related to:

- odometer readings for mileage,
- airfare itineraries,
- pre-approval form for out-of-state travel, and
- documentation when traveler is staying at a non-state contracted hotel.

Two miscellaneous items that relate to all travel vouchers

1. Please tape down the corners of your receipts – loose corners cause scanning problems. It is important that the tape not cover printed information on the receipt. The thermal ink disappears in a chemical reaction with the tape.
2. The dates entered into DEFINE for hotel stay should match the dates on the hotel receipt.

We hope by sharing this information with you, the creators of travel vouchers, that we can together keep the vouchers flowing through the process as efficiently as possible while staying compliant with Texas Comptroller Rules and/or the System Administration Travel Policy, depending on the source of funds.

Becky Mendez, 4570, should continue to be your primary contact for questions. If she is not available, please feel free to contact Becky Franklin, 4579, or me, 4366.

Thank you,
Jenny

Jennifer C. Murphy
Director of Accounting and Purchasing Services
(512) 499-4366 phone

From: Sutherland, Nancy
Sent: Monday, November 12, 2007 9:16 AM
To: GRP-Travel Program Contacts
Subject: Travel Policy Update

Good morning,

The System Administration Travel Policy (<http://www.utsystem.edu/policy/ov/intl14.html>) has been modified to clarify terms and guidelines, update web links, and note changes pertaining to reorganization within the Office of the State Comptroller of Public Accounts. The most important updates are outlined below. In addition, the Travel Approval Form and the Travel Policy PowerPoint document will be updated within the week to note the applicable changes.

1. Definitions

The following terms have been added or modified:

Duty Point: The destination, other than the place of employment, to which an employee travels to conduct official state business.

Place of Employment: The office or other location(s) at which an employee most frequently conducts official state business

State Funds: Funds paid from any account beginning with “53,” “63,” or “54-100.” These funds are appropriated by the General Appropriations Act or the Texas Constitution. If a discrepancy exists between the UT System Administration Travel Policy and the state comptroller rules, state comptroller rules prevail.

2. Travel Required During Personal Leave Time - Section 2.5.4

If an employee on personal leave at a location outside the designated headquarters is required to travel to a duty point, the travel expenses incurred may be reimbursed. Reimbursement for such travel expenses cannot exceed the amount that would have been incurred had the employee traveled from his or her place of employment.

When an employee is required to return to headquarters while on personal leave, the travel expenses incurred while traveling to headquarters and returning to the place the employee was staying while on personal leave will be reimbursed.

3. Mileage Reimbursement - Section 3.1.1

The Texas Mileage Guide provides the mileage between locations and calculates the reimbursement based on a per-mile rate, which is updated annually. The distance listed in the mileage guide is usually the maximum number of miles an employee may be reimbursed. Odometer readings are required for any mileage claimed that is not included in the Texas Mileage Guide, and street address/intersections for point-to-point travel are documented on the travel reimbursement form. Tools such as MapQuest may only be used for mileage reimbursement requests funded on local accounts.

An employee may be reimbursed for mileage for travel between the employee's home or place of employment and airport or duty point as appropriate, and the nearest airport. If travel occurs during work hours, the amount of the reimbursement may not exceed the amount that would have been reimbursed had the employee traveled from the employee's place of employment to the airport.

The latest time that an individual may check in for the flight, as specified by the airline, determines whether the travel to the airport occurs during work hours. The arrival time of a flight determines whether travel from the airport occurs during work hours.

An employee may be reimbursed for the mileage incurred by another person transporting the employee to the airport. The reimbursement may not exceed the reimbursement that would have been paid if the employee had parked at the airport.

4. Chartered Aircraft – Section 3.2.5

Notes that all charter aircraft contracts must be pre-approved by the Office of General Counsel.

5. Private Aircraft – Section 3.2.6

Advance approval by a department head and the Office of Risk Management is required. Employees may be reimbursed for travel in personally owned or leased aircraft at the rate of 40 cents per highway mile for single engine aircraft and 50 cents per highway mile for twin engine. Use of private aircraft may be subject to aircraft reporting requirements.

6. Foreign Travel and Travel Outside the Continental U.S. – Section 4.2.3

Note: Mexico and Canada are considered domestic travel.

State Funds: State funds may not be used for foreign travel.

Institutional Funds: Written approval in accordance with Section 3.1.1 must be obtained in advance of travel and accompany reimbursement requests. Reimbursement for meals and lodging is based on actual expenses. Travel must be planned to achieve maximum efficiency and economy. Meal and lodging receipts are required.

Please let me know if you have questions or need more information. And, as always, please pass this information on as applicable. Thanks.

Nancy
Nancy Sutherland, CTC
Travel Program Director
The University of Texas System
(512) 322-3725
(512) 499-4297 fax