

**1. Title**

Travel Policy

**2. Policy**

- Sec. 1 Policy Statement. This travel policy is intended to provide for the reasonable needs of travelers, control travel expenditures, maximize The University of Texas System Administration's ability to negotiate discounted rates with preferred suppliers, and facilitate proper reporting and compliance with applicable State and federal regulations.
- Sec. 2 Compliance with Internal, State, and Federal Rules and Regulations. Travel reimbursement rules and regulations applicable to travel by U. T. System Administration employees come from a variety of sources including the State of Texas Travel Regulations Act (Chapter 660 of the *Texas Government Code*), the General Appropriations Act, the Board of Regents' *Rules and Regulations*, the State of Texas Travel Guide (Textravel), official interpretations of the Travel Regulations Act by the State Comptroller of Public Accounts, and the *Internal Revenue Code*.
- Sec. 3 Purpose. This travel policy provides a condensed version of State rules, which are applicable when travel is to be paid from State funds, and establishes rules for travel expenses paid with institutional funds.
- Sec. 4 Adoption of Lower Rates. A department may adopt allowable expenses and reimbursements lower than those stated in this travel policy. The department's employees must be notified in writing before the lower rates are implemented.
- Sec. 5 Additional Restrictions. Some sources of institutional funds (such as gifts or grants) may impose additional restrictions. It is the responsibility of the traveler and the person approving the travel to learn about and comply with those restrictions.
- Sec. 6 Exceptions. Exceptions to this travel policy may be approved when necessary to meet special circumstances or when in the best interest of U. T. System Administration. Requests for exceptions must be documented and explained by the traveler, approved in advance by the supervising Vice Chancellor or Executive Vice Chancellor, and represent the best interest of U. T. System Administration.
- Sec. 7 Travel Authorization and Responsibilities.

- 7.1 Compliance. Travelers and authorized signers must be in compliance with this travel policy. Intentional disregard for U. T. System Administration's travel regulations and procedures may be considered grounds for disciplinary action and for prosecution in the case of fraudulent misrepresentation of travel expenses.
- 7.2 Travel Authorization and Notice. Prior written approval is required for out-of-state travel and foreign travel as detailed below. Additionally, prior notice is required for business travel to Washington, D.C.
- (a) Out-of-State and Foreign Travel. Prior to travel to any of the other 49 states, the District of Columbia, U.S. Possessions, Mexico, Canada, or any other foreign country, the traveler must obtain approval for the travel from his or her immediate supervisor and from the appropriate executive officer. The traveler must obtain approval by submitting to his or her supervisor the completed Travel Approval Form found at <http://www.utsystem.edu/travel>. The traveler must file the original, signed approval with the traveler's reimbursement request and retain a copy for audit purposes.
  - (b) Travel to Washington, D.C. Prior to travel, when a trip involves obtaining or spending federal funds or impacting federal policies, U. T. System Administration personnel must inform the Texas Office of State-Federal Relations (OSFR) regarding the timing of the trip, the purpose of the trip, and the name of a contact person for additional information. The form can be found on and submitted via the [OSFR](#) website. Additionally, U. T. System Administration personnel must notify the U. T. System Vice Chancellor for Federal Relations prior to all travel to Washington, D.C.
  - (c) In-State Travel. A department may require prior approval for travel to locations within the State of Texas. The department must notify employees in writing of such requirement.
  - (d) Executive Management Travel. Authorization for reimbursement of executive management travel is as follows. The authorized signer must verify that expenses and expense reports meet the following criteria:

- i. the travel expense was incurred while conducting U. T. System Administration business;
- ii. the information contained in the reimbursement request and in the attached documentation is accurate and in accordance with this travel policy;
- iii. the travel expense meets any additional guidelines imposed by restrictions on the use of the funds; and
- iv. the expenditure is charged to the proper account(s).

Sec. 8 Travel Expenses - General Provisions.

8.1 Conservation of Funds.

- (a) An employee's travel must be planned and conducted to achieve maximum economy and efficiency within the guidelines set forth in this travel policy. Travel expenses must be reasonable, appropriately documented, properly authorized, and within the guidelines of this travel policy.
- (b) Travelers and departments should consider the following opportunities for achieving maximum economy in travel:
  - i. utilizing U. T. System Administration's program with Airport Fast Park or the Parking Spot for a reduced parking rate; and
  - ii. using U. T. System Administration's on-line booking reservation tool with Southwest Airlines for simple round-trip or in-state reservations and thus eliminating the travel agency service fee.

8.2 U. T. System Administration Business. The documented purpose of the travel must be for U. T. System Administration business and be consistent with the legal authority of U. T. System Administration. Reimbursement request documentation must include the purpose of the trip, benefit to U. T. System Administration, and the dates of travel.

8.3 Approved Travelers.

- (a) Employees. Employees traveling for approved U. T. System Administration business are eligible for reimbursement of expenses subject to the provisions of this travel policy.

- (b) **Attendant Care for Employees with Disabilities.**  
Employees with disabilities may be reimbursed for attendant care travel expenses. The attendant's travel expenses are subject to the same rules as the employee's. First class airfare for disabled employees is allowable only if it is medically necessary and verified in advance by letter from the attending physician.
- (c) **Spouses of Employees.** Travel expenses for spouses of U. T. System Administration employees are governed by UTS120, *Spousal Travel Policy*.
- (d) **Prospective Employees.** When a prospective employee is requested to travel for an employment interview, the individual may be reimbursed for travel expenses in the same manner as a U. T. System Administration employee. A travel advance may not be issued to a prospective employee. Prospective employees are not exempt from hotel occupancy taxes and may be reimbursed for those taxes.

#### 8.4 Receipts.

- (a) Original receipts are required for most travel expenses. However, receipts are not required for meals when the actual expense incurred does not exceed the allowable amount as approved by the Office of the Comptroller of Public Accounts or when parking, parking meters, or public transportation costs within a city are less than \$25.
- (b) If an original receipt is not available, a written explanation is required. The authorized signer must indicate approval by signing the explanation. Receipts should be in the name of the traveler and be for the dates claimed on the reimbursement request. Always attach an explanation if there are differences.

#### 8.5 Travel Time Periods.

- (a) **Standard Time Frame.** Employees traveling for approved U. T. System Administration business are eligible for reimbursement of expenses incurred during the time frame in which business is conducted. If same day travel is infeasible, business is considered to begin at the latest cost-efficient time feasible and end at the earliest cost-efficient time feasible.

- (b) Weekend Travel. If U. T. System Administration business temporarily ends on Friday and resumes on Monday, the employee has the option to stay at the duty point or return to headquarters for the weekend, subject to certain limitations. If the employee chooses to remain at the duty point, expenses for the weekend are limited to the lesser of the amount of actual expenses, subject to the same limitations as weekday travel, or the amount of the expenses that would have been reimbursed had the employee returned to headquarters for the weekend and gone back to the duty point on Monday.
  - (c) Time Spent While Qualifying for Discount Airfare. If an employee stays extra days at a duty point to qualify for a discount airfare, the employee may be reimbursed for the travel expenses incurred if the additional expenses are less than or equal to the savings in airfare. The savings are calculated as the difference between the discount airfare and State contracted airfare (if available) or average coach airfare. Additionally, it must be in the best interest of U. T. System Administration to allow the employee to be absent for the extra days. The extra days may occur before or after the U. T. System Administration business.
  - (d) Travel Required During Personal Leave Time. 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. 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 reviewed and reimbursed as applicable.
- 8.6 Erroneous Reimbursements. The possibility exists for an unallowable travel expense to be erroneously reimbursed. The payment of a reimbursement request containing an unallowable travel expense does not make future payments of like expenses proper. The employee must promptly reimburse U. T. System Administration for any erroneously paid reimbursement request.
- 8.7 Foreign Travel Expenses. Foreign travel expenses must be converted to U.S. dollars. The reimbursement request must specify the exchange rate used (the exchange rate will be the rate applicable to the travel date, or, if applicable, the exchange rate used by the credit card company when it pays the charge).

- 8.8 Rewards Programs. Subject to changes in State law, rewards such as frequent flier miles or hotel rewards may be retained by the employee. Rewards programs may not influence travel decisions.

Sec. 9 Transportation.

9.1 Travel by Automobile.

(a) Personal Vehicle.

i. Mileage Reimbursement.

A. As a result of House Bill 605, 81st Legislature, the State Comptroller's Office ceased publication of Texas Mileage Guide and has instructed each State agency to determine a tool for benchmarking mileage reimbursement. U. T. System has chosen MapQuest. For locations not listed in MapQuest, odometer readings are required for any mileage claimed along with street address/intersection information. Complete information must be documented on the travel reimbursement form. These mileage reimbursement options apply to both State and locally funded accounts.

B. An employee may be reimbursed for mileage to and from the airport from either the traveler's residence or the traveler's place of employment, regardless of the time of day travel occurs. Additionally, 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 or nearby facility in accordance with U. T. System airport parking guidelines.

ii. Mileage Reimbursement Limitations.

A. The State Comptroller has determined that mileage reimbursement shall be based on the shortest, most cost effective and reasonably safe route. Longer routes, if chosen, must be justified and an explanation must be included as part of the

reimbursement request. Per State Comptroller guidelines, U. T. System has chosen MapQuest as the mileage tool for benchmarking the most efficient and safe route.

- B. Reimbursement of mileage at the set mileage rate is inclusive of all expenses, including fuel and repairs, associated with the operation of a personally owned or personally leased vehicle.
  - C. Tolls and parking expenses are reimbursable.
  - D. Reimbursement is not provided for travel expenses between a personal residence and the place of employment.
- (b) Rented Vehicles. An employee renting a vehicle to conduct U. T. System Administration business, either in-state or out-of-state, is authorized reimbursement for the actual rental cost of the vehicle.
- i. Mandatory Use of State Contracts. Travelers are required to use the State-contracted rental companies unless one of the exceptions noted in Section 9.2(b)i. exists. When one of those exceptions is used, the exception must appear on the reimbursement request.
  - ii. Business and Personal Use. When an employee uses a rental vehicle for both personal reasons and U. T. System Administration business, only the portion attributable to U. T. System Administration business may be reimbursed. Rental expenses may not be reimbursed if the rental was necessary only because the employee combined personal and U. T. System Administration business.
  - iii. Additional Charges. Charges for liability insurance supplements, personal accident insurance, safe trip insurance, and personal effects insurance are not reimbursable. The charge for an additional driver is reimbursable only if it is for another U. T. System Administration employee. A collision damage waiver or a loss damage waiver is reimbursable when a traveler is required to use a rental car agency that is not on State contract. For State-contracted rental car

agencies, the waiver is included in the contracted rental rate.

- iv. Reimbursable Expenses. When associated with rental vehicles, reimbursable expenses include Texas and other state sales taxes, gasoline, parking fees, and toll charges.
- (c) Coordination of Transportation. "Coordination" of transportation means U. T. System Administration employees traveling together in one personally owned or rented vehicle. Coordination must occur when two or more employees, employed by the same department, travel from the same headquarters to the same duty point at the same time. When coordination is required, only one of the employees may be reimbursed for mileage. However, mileage incurred to travel to a pick-up point by other employees may be reimbursed. Coordination is not required if it is determined infeasible for business reasons. When coordination is determined to be infeasible, a written statement identifying the reasons for that decision must be attached to each person's reimbursement request.

## 9.2 Travel by Airplane.

- (a) Commercial Airlines. Reimbursement for commercial air transportation may not exceed the cost of the State-contracted airfare, if available, or if not available, then the average coach airfare. Airfares obtained through U. T. System's travel agencies are centrally billed, and thus do not require an outlay of an employee's funds. Airfare paid directly by the employee will not be reimbursed until after the trip is taken.
- (b) State-Contracted Airfare. Each year, the State Comptroller of Public Accounts negotiates contracts with airlines for airfare to major travel destinations. Current information can be found at: [www.utsystem.edu/travel/air\\_travel.htm](http://www.utsystem.edu/travel/air_travel.htm).
  - i. Mandatory Use of Contracted Airfare. Travelers are required to use the State-contracted airfares unless one of the following exceptions exists. When one of these exceptions is used, the exception must appear on the reimbursement request.

- A. Lower Total Cost to U. T. System Administration. Use of a noncontract travel vendor is less than the contract fare, and/or when all travel expenses are evaluated, including ground transportation, insurance fees, parking fees, taxes, and travel time, the use results in a lower total overall cost to U. T. System Administration. If the contract travel vendor offers the same lower fare or rate, the contract travel vendor must be used, unless a valid exception exists.
- B. Unavailability of Contract Travel Services. Use of a noncontract travel vendor is necessary because the contract travel vendor is sold out, is not able to provide services at the time or location necessary to accomplish the purpose of the trip or is unable to provide services due to a force majeure event.
- C. Special Needs. The traveler's health, safety, physical condition, or disability requires accommodations, including medical emergency or other necessary services, not available from contract travel service providers.
- D. In Travel Status. The traveler is in the course of travel and changes in scheduling render the user of contract travel services impractical or the appropriate travel services are not available. The traveler shall make reasonable efforts to secure rates equal to or lower than the contract travel service rates.
- E. Group Program. The traveler is using a group program wherein reservations were made through a required source to obtain a specific rate or service.
- F. Emergency Response. The traveler is responding to a public health or safety emergency situation.
- G. Legally Required Attendance. The traveler is required by court, administrative tribunal, or other entity to appear at a particular time and place without sufficient notice to obtain contract travel service.

- ii. Access to Contracted Airfare Via Travel Agencies/Online Booking Tools. State-contracted airfare must be purchased through designated travel agencies; travelers may also use U. T. System's on-line booking reservation system to access State-contracted or airfares available to the general public.
  - iii. Nonbusiness Travel. State-contracted airfares may not be used for leisure, personal, or nonbusiness travel.
  - iv. Nonemployees. State-contracted airfares are not available to independent contractors or consultants working for U. T. System Administration, even if U. T. System Administration reimburses their travel. State-contracted airfares are, however, available to prospective employees and unpaid speakers invited by U. T. System Administration and whose transportation, lodging, meals, and incidental expenses are paid by U. T. System Administration.
  - v. Group Travel. State-contracted airfares are not for group travel. When securing tickets for 10 or more persons, contact a designated travel agency and inquire about group rates.
- (c) First Class Airfare and Upgrades. With advance approval by an executive officer, first class airfare may be reimbursed, without limitation as to the source of funds, if it is the only available airfare or if it is required due to medical or physical limitations as documented by an attending physician.

Upgrades, including the use of Southwest Airlines Business Select, are limited to executive officers and Regents. Executive officers and Regents may elect to upgrade the class of airfare if there is a documented business reason and institutional funds are used. State funds may not be utilized for the cost of such upgrades. An authorized signer must provide advance approval and documentation of the business reason; documentation must be submitted as support for the payment of the upgrade.

- (d) Frequent Flyer Miles/Flight Credits. U. T. System Administration will not reimburse for tickets purchased with

frequent flyer miles or personal flight/travel credits. Frequent flyer and bonus travel programs should not influence the traveler's flight selection or routing.

- (e) Chartered Aircraft. An employee may be reimbursed for the cost of chartering an aircraft if the Texas Department of Transportation provides written advance approval. An employee may charter an aircraft if a State-owned aircraft is not available or if the charter would reduce the cost of transportation. All charter aircraft contracts must be preapproved by the Office of General Counsel and the appropriate executive officer.

- 9.3 Travels by Mass Transit, Taxi, or Limousine. Receipts are required if public transportation is used to travel between cities, other than within a metro area. The cost of limousine transportation may be reimbursed only if it is the lowest cost transportation available; documentation is required

## Sec. 10 Meals and Lodging.

### 10.1 General.

- (a) Same-Day Travel. When the entire trip begins and ends in the same calendar day, reimbursement for meals is not allowed. Personnel are responsible for providing their own meals and snacks while engaged in same-day travel.
- (b) Receipts and Rates. Lodging receipts should show the number of days, room charge per day, and itemized taxes charged per day. All rates should be at the single room rate.
- (c) Texas State Occupancy Tax. Employees of U. T. System Administration are exempt from the Texas State Occupancy Tax when traveling on U. T. System Administration business. A traveler must present the lodging establishment with a completed exemption certificate upon check-in. If a lodging establishment refuses to honor the certificate, the traveler will be reimbursed for the tax. The traveler must document the refusal and notify Travel Services of the lodging establishment's refusal; Travel Services will then notify the State Comptroller. U. T. System Administration employees are not exempt from county or municipal occupancy taxes or another state's taxes; therefore, a traveler may be reimbursed for those

taxes. If actual lodging expenses exceed allowable expenses, occupancy tax reimbursement is limited to the pro rata tax attributable to the allowed lodging expenses.

- (d) **Mandatory Use of Contracted Hotels.** For in-state or out-of-state travel, travelers are required to use State-contracted hotels unless one of the following exceptions apply. When an exception is used, the exception must be noted on the reimbursement request in the Record of Transportation/Duties section.
  - i. **Lower Total Cost to U. T. System Administration.** A noncontract vendor provides a rate that is less than the State rate when all expenses are evaluated. If the contract travel vendor offers the same or lower rate, the contract travel vendor must be used, unless another valid exception applies.
  - ii. **Unavailability of Contract Travel Services.** The contract travel services are not available during the time or at the location necessary for the business purpose, or the contract travel service does not provide for the service required, or because the contractor is unable to provide service due to a force majeure event.
  - iii. **Special Needs.** The traveler's health, safety, physical condition, or disability requires accommodations, including medical emergency or other necessary services not available from contract travel services.
- (e) **In Travel Status.** The traveler is in the course of travel and changes in scheduling render the use of the contract services impractical or the appropriate travel services are not available. The traveler must make reasonable efforts to secure rates equal to or lower than the contract travel service rates.
- (f) **Group Program.** The traveler is using a group program wherein reservations were made through a required source to obtain a particular rate or service.
- (g) **Emergency Response.** The traveler is responding to a public health or safety emergency situation.

- (h) **Legally Required Attendance.** The traveler is required by a court, administrative tribunal, or other entity to appear at a particular time and place without sufficient notice to obtain contact travel services.
- (i) **Shared Lodging.** If two or more employees elect to share lodging, the reimbursement should be divided equally between the employees paying the expense. Each employee's share may not exceed the single occupancy rate. Sufficient detail must be provided with the reimbursement request to permit the determination of the number of employees sharing the room and the resultant cost savings.
- (j) **Packaged Travel Arrangements.** If meal or lodging expenses are mandatory and included with the registration fee, then they are fully reimbursable. If meal and lodging expenses are not mandatory, then the reimbursement may not exceed the limits for meals and lodging.
- (k) **Lease of an Apartment or House.** If a department anticipates that an employee will be at a duty point for at least one month, but less than one year, the expense of leasing an apartment or house may be reimbursed. Advance approval must be obtained from the authorized signer. The name of the employee must appear on the lease and the purpose for leasing must be the conservation of U. T. System Administration funds. Any deposit required for the lease of a house or apartment is the sole responsibility of the employee and is not reimbursable.
- (l) **Nonreimbursable Expenses.** An employee may not be reimbursed for meals or lodging expenses incurred within the city of the employee's designated headquarters. However, an employee may be reimbursed if the expenses are mandatory and connected with training, a seminar, or a conference, and a statement is added to the reimbursement request stating such. Meal and lodging expenses may not be reimbursed for any days the employee is absent from duty for personal reasons. Personal reasons include, but are not limited to, illness, a family emergency, breakdown of a motor vehicle, or any occurrence not connected with official duties. When applying allowances, excess meal and lodging expenses for one day may not be carried forward or backward to another day.

10.2 Limits for Meals and Lodging. Based on destination, employees must comply with the requirements noted below. An employee may only be reimbursed for actual expenses not to exceed the maximum meal reimbursement for a specific location. Reimbursement is not a flat rate or set per diem. Travelers may be required to submit receipts when a pattern of flat reimbursement is observed.

(a) Travel in Texas.

- i. State Funds. Reimbursement for meals and lodging shall not exceed the locality-based maximum rates approved by the Office of the Comptroller of Public Accounts and published by the U.S. General Services Administration. If the rate is exceeded, advance approval from an authorized signer is required and an explanation must be included as part of the reimbursement request. Lodging receipts are required. If actual meal expenses exceed the maximum allowed meal reimbursement rate for a location, itemized receipts are required. Approved overages for meals must be paid from local funds.
- ii. Institutional Funds. The combination of actual meal and lodging expenses cannot exceed \$220 per day without prior approval of an authorized signer. Lodging receipts are required. Reimbursement for meals and lodging is for actual expenses. If meal expenses exceed the greater of the locality-based rate or \$41 per day, meal receipts are required.

(b) Travel Outside Texas but Within the Continental U.S.

- i. Approval Requirements. Written approval in accordance with Section 7.2 must be obtained in advance of the travel and must accompany reimbursement requests.
- ii. State and Institutional Funds. Reimbursement for meals and lodging is for actual expenses and 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. Lodging receipts are required. If actual meal expenses exceed the maximum allowed meal

reimbursement for a location, meal receipts are required. Approved overages for meals must be paid from local funds.

- (c) Foreign Travel and Travel Outside the Continental U.S.
  - i. Approval Requirements. Written approval in accordance with Section 7.2 must be obtained in advance of the travel and must accompany reimbursement requests. Note: Mexico and Canada are considered domestic travel.
  - ii. State Funds. State funds may not be used for foreign travel.
  - iii. Institutional Funds. Written approval in accordance with Section 7.2 must be obtained in advance of travel and must 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. Approved overages for meals must be paid from local funds.

## Sec. 11 Other Expenses.

### 11.1 Parking.

- (a) Airport Parking.
  - i. Airport parking fees are reimbursable and should be listed separately on the reimbursement request. Receipts are not required unless expenses exceed \$25.
  - ii. Employees based in Austin may park in the lot or garage of their choice; however, reimbursement will be limited to the daily close-in (uncovered) parking fee charged at Austin-Bergstrom International Airport.
- (b) Valet Parking. Itemized charges for valet parking are reimbursable if the traveler is staying at the lodging establishment or attending a conference at the establishment; otherwise, the expense is considered personal and is nonreimbursable.

- (c) Other. Other parking fees incurred away from the place of employment while transacting U. T. System Administration business are reimbursable and should be listed separately on the reimbursement request.
- 11.2 Lost or Stolen Tickets. An employee may be reimbursed for a lost or stolen ticket if the employee exercised reasonable care to safeguard the ticket.
- 11.3 Cancellation or Ticket Change Fees. A cancellation or change fee is reimbursable only if the charge is incurred for a business related reason, personal emergency, illness, adverse weather conditions, or a natural disaster.
- 11.4 Free or Discounted Travel. An employee will not be reimbursed for travel if no expense has been incurred. Receiving free transportation or lodging in exchange for mileage or points does not constitute an expense. If money is paid directly to obtain a discount, then reimbursement is limited to the lesser of the cost of obtaining the discount, the amount of the discount, or the maximum reimbursement allowed for that type of travel expense.
- 11.5 Institutional Funds. A traveler may be reimbursed for reasonable tips and gratuities incurred during travel for official business when institutional funds are used. The tip or gratuity is separate from the daily meal limit. Tips and gratuities should be itemized in the miscellaneous section of the reimbursement request.
- (a) Guidelines for tips and gratuities:

Airport porters	\$1 per bag
Hotel bellmen	\$1 per bag
Restaurant wait staff	15%
Hotel/Motel Housekeeping	\$1 per night \$1 for special services
Valet (if allowed per Section 11.1(b))	\$2
Taxi Drivers	15%

Some lodging establishments and restaurants include a gratuity in the price, in which case an additional, voluntary tip is not reimbursable.

- (b) State Funds. Gratuities are not a reimbursable expense when using State funds.

11.6 Other Reimbursable Expenses.

- (a) The following is a partial list of expenses that are reimbursable if incurred on or for U. T. System Administration business:
  - i. admittance fees;
  - ii. books purchased for a seminar;
  - iii. charges to exchange foreign currency;
  - iv. copying charges;
  - v. departure taxes;
  - vi. facsimile charges;
  - vii. freight charges for U. T. System Administration equipment;
  - viii. gasoline charges (unless mileage is being paid);
  - ix. inoculations;
  - x. mandatory lodging charges;
  - xi. mandatory service charges;
  - xii. notary fees;
  - xiii. parking;
  - xiv. passport or visa charges;
  - xv. postage;
  - xvi. repair charges for U. T. System Administration owned vehicles;
  - xvii. sales and use taxes if an exemption is not provided by law;
  - xviii. telephone calls (business); and

xix. toll charges.

- (b) If reimbursement is requested for phone calls, fax expenses, supplies, or other business expenses incurred while traveling, indicate on the reimbursement request that the expenses are for business. If it is not indicated that individual items are for official business, the items are not reimbursable.

11.7 Nonreimbursable Expenses. Personal expenses are not reimbursable. The following is a partial list of personal expenses that are not reimbursable:

- (a) airline club membership dues;
- (b) alcoholic beverages;
- (c) any expense not related to U. T. System Administration business;
- (d) baby-sitting;
- (e) clothing or toiletry items;
- (f) dry cleaning or laundry;
- (g) excess baggage charges and/or fees for more than one piece of checked luggage;
- (h) expenses related to the operation of a personal vehicle;
- (i) kennel expenses for a pet;
- (j) locker rental for baggage storage;
- (k) rental of videotapes or movies for personal entertainment;
- (l) damages, loss, or theft of
  - i. personal funds or property; and
  - ii. baggage, luggage, and briefcases;
- (m) no-show charges for lodging or car service;
- (n) optional travel or baggage insurance;
- (o) parking tickets or traffic violations;

- (p) personal accident insurance (domestic);
- (q) personal automobile routine maintenance/tune-ups;
- (r) personal entertainment, including sports events;
- (s) personal property insurance;
- (t) personal telephone calls; and
- (u) rental car upgrades.

### **3. Definitions**

Allowable Expenses - actual expenses incurred not to exceed allowable daily expenses as defined in Section 10.2.

Continental U.S. - the District of Columbia and all states of the United States other than Alaska and Hawaii.

Duty Point - the destination, other than place of employment, to which an employee travels to conduct official State business.

Foreign Travel - travel to any country outside of the United States, Mexico, Canada, and U.S. Possessions.

Headquarters - city and state where the traveler's employment is located. This is usually Austin, Texas, for those employed at U. T. System Administration.

Institutional Funds - funds paid from any account except those beginning with "53," "63," or "54-0100" (sometimes referred to as "local funds").

Personal Leave - applicable paid leave entitlements and any compensatory time accrued. Paid leave entitlements include vacation, holiday, sick leave, and, under certain circumstances, may also include other specialty leaves.

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 "54-0100." These funds are appropriated by the General Appropriations Act or the Texas Constitution. If a discrepancy exists between the U. T. System Administration travel policy and State Comptroller rules, State Comptroller rules prevail.

**4. Relevant Federal and State Statutes**

[Texas Travel Regulations Act Chapter 660 of Texas Government Code](#)

[Texas General Appropriations Act](#)

[Texas Travel Guide \(Textravel\)](#)

*Internal Revenue Code*

Travel Regulations Act by the State Comptroller of Public Accounts

**5. Relevant System Policies, Procedures, and Forms**

[Board of Regents' Rules and Regulations, Rule 20801](#)

[UTS120, Spousal Travel Policy](#)

[Travel Approval Form](#)

[Reimbursement Checklist \(Accounting and Purchasing Services\)](#)

[Travel Resources](#)

**6. Who Should Know**

Employees who travel

Employees who arrange travel

Employees who approve travel and reimbursement requests

**7. System Administration Office(s) Responsible for Policy**

Office of the Controller

**8. Dates Approved or Amended**

December 1, 2004

Amended July 18, 2010

Amended October 4, 2011

**9. Contact Information**

Questions or comments about this policy should be directed to:

- [bor@utsystem.edu](mailto:bor@utsystem.edu)