



UT System Administration Policy Library -- Policy INT114

Travel Policy

Responsible Officer: Assistant Vice Chancellor for Operations and Support Services

Sponsoring Office: Office of Administration / Office of Travel Services

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Errors or changes to: policyoffice@utsystem.edu

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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 (the System Administration's) ability to negotiate discounted rates with preferred suppliers, and facilitate proper reporting and compliance with applicable state and federal regulations.

RATIONALE

Travel reimbursement rules and regulations applicable to travel by 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.

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.

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.

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.

Exceptions to this Travel Policy may be approved when necessary to meet special circumstances or when in the best interest of 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 System Administration.

SCOPE

All offices of UT System Administration

WEBSITE ADDRESS FOR THIS POLICY

<http://www.utsystem.edu/policy/policies/int114.html>

RELATED STATUTES, POLICIES, REQUIREMENTS OR STANDARDS

UT System Administration Policies & Standards	Other Statutes, Policies & Standards
<ul style="list-style-type: none">• Board of Regents' Rules and Regulations, Rule 20801• UTS120, Spousal Travel Policy	<ul style="list-style-type: none">• 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

CONTACTS

If you have any questions about UT System Administration policy INT 114, *Travel Policy*, contact the following office(s):

Subject	Office Name	Telephone Number	Email/URL
	Travel Services	512.322.3725	http://www.utsystem.edu/travel/
	Office of Administration	512.499.4205	http://www.utsystem.edu/administration

DEFINITIONS

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 System Administration.

Institutional Funds

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

Per Diem

Actual expenses incurred not to exceed allowable daily expenses as defined in Sections 4.2.1 through 4.2.3.

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 UT System Administration Travel Policy and state comptroller rules, state comptroller rules prevail.

RESPONSIBILITIES

The Traveler

- Obtains approval from his or her immediate supervisor and from the appropriate Executive Vice Chancellor or Vice Chancellor and completes the Travel Approval Form.
- Plans and conducts travel to achieve maximum economy and efficiency within the guidelines set forth in this Travel Policy.
- Provides receipts for reimbursements for parking, parking meters, or public transportation if the expense is over \$25.
- Provides a written explanation to be signed by authorized signer if an original receipt is not available.
- Reimburses System Administration for any erroneously paid reimbursement request.
- Uses the state-contracted car rental companies, unless one of the exceptions noted in Section 3.2.2.1 exists.
- Uses the state-contracted airfares unless one of the conditions outlined in 3.2.2.1 in the Procedures section exists.
- For in-state travel, presents the lodging establishment with a completed exemption certificate so they will not be charged the Texas State Occupancy Tax.
- Uses state-contracted hotels unless one of the exceptions outlined in the **Section 4.1.4** exists.

System Administration Personnel

- Submit travel forms to the Texas Office of State-Federal Relations prior to travel to Washington D.C. when a trip involves obtaining or spending federal funds or impacting federal policies.
- Must notify the UT System Vice Chancellor for Federal Relations prior to **all** travel to Washington, D.C.

UT System Departments

- Notify employees in writing if they require approval for travel to locations within the state of Texas.

The Authorized Signer for travel reimbursement

- Verifies that the expenses and expense reports meet the criteria outlined in the procedures.

Travel Coordinators

- Purchases state-contracted airfare through designated travel agencies or UT Systems on-line booking reservation system.

Personnel

- Provide their own meals and snacks while engaged in same day travel.

PROCEDURES

1 TRAVEL AUTHORIZATION AND RESPONSIBILITIES

1.1 Compliance

Travelers and authorized signers must be in compliance with this Travel Policy. Intentional disregard for 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.

1.2 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.

1.2.1 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.

1.2.2 Travel to Washington D. C.

Prior to travel, when a trip involves obtaining or spending federal funds or impacting federal policies, 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](#) web site. Additionally, System Administration personnel must notify the UT System Vice Chancellor for Federal Relations prior to **all** travel to Washington, D.C.

1.2.3 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.

1.2.4 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:

1. The travel expense was incurred while conducting System Administration business.
2. The information contained in the reimbursement request and in the attached documentation is accurate and in accordance with this Travel Policy.
3. The travel expense meets any additional guidelines imposed by restrictions on the use of the funds.
4. The expenditure is charged to the proper account(s).

2 TRAVEL EXPENSES – GENERAL PROVISIONS

2.1 Conservation of Funds

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.

Travelers and departments should consider the following opportunities for achieving maximum economy in travel:

- a. Setting a maximum allowable reimbursement for airport parking, in light of System Administration's program with Airport Fast Park for a reduced parking rate.
- b. Using System Administration's on-line booking reservation tools for simple round-trip or in-state reservations and thus reducing or eliminating a service fee.

2.2 System Administration Business

The documented purpose of the travel must be for System Administration business and be consistent with the legal authority of System Administration. Reimbursement request documentation must include the purpose of the trip and the dates of travel.

2.3 Approved Travelers

2.3.1 Employees

Employees traveling for approved System Administration business are eligible for reimbursement of expenses subject to the provisions of this Travel Policy.

2.3.2 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.

2.3.3 Spouses of Employees

Travel expenses for spouses of System Administration employees are governed by UTS120, *Spousal Travel Policy*.

2.3.4 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 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.

2.4 Receipts

Original receipts are required for most travel expenses. However, receipts are not required for meal per diem or when parking, parking meters or public transportation costs within a city are less than \$25.

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.

2.5 Travel Time Periods

2.5.1 Standard Time Frame

Employees traveling for approved 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.

2.5.2 Weekend Travel

If 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.

2.5.3 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 System Administration to allow the employee to be absent for the extra days. The extra days may occur before or after the System Administration business.

2.5.4 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.

2.6 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 System Administration for any erroneously paid reimbursement request.

2.7 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).

2.8 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.

3 TRANSPORTATION

3.1 Travel by Automobile

3.1.1 Personal Vehicle

3.1.1.1 Mileage Reimbursement

As a result of House Bill 605, 81st Legislature, the State Comptroller's office will cease publication of Texas Mileage Guide and has instructed each state agency to determine a tool for benchmarking mileage reimbursement. UT 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.

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.

3.1.1.2 Mileage Reimbursement Limitations

Effective September 1, 2009 – 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, UT System has chosen MapQuest as the mileage tool for benchmarking the most efficient and safe route.

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.

Tolls and parking expenses are reimbursable.

Reimbursement is not provided for travel expenses between a personal residence and the place of employment.

3.1.2 Rented Vehicles

An employee renting a vehicle to conduct System Administration business, either in state or out-of-state, is authorized reimbursement for the actual rental cost of the vehicle.

3.1.2.1 Mandatory Use of State Contracts

Travelers are required to use the [state-contracted rental companies](#) unless one of the exceptions noted in **Section 3.2.2.1** exists. When one of those exceptions is used, the exception must appear on the reimbursement request.

3.1.2.2 Business and Personal Use

When an employee uses a rental vehicle for both personal reasons and System Administration business, only the portion attributable to System Administration business may be reimbursed. Rental expenses may not be reimbursed if the rental was necessary only because the employee combined personal and System Administration business.

3.1.2.3 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 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.

3.1.2.4 Reimbursable Expenses

When associated with rental vehicles, reimbursable expenses include Texas and other state sales taxes, gasoline, parking fees, and toll charges.

3.1.3 Coordination of Transportation

“Coordination” of transportation means 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.

3.2 Travel by Airplane

3.2.1 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 UT 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.

3.2.2 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.

3.2.2.1 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.

- 1. Lower Total Cost to 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 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.
- 2. Efficient Use of Services.** Use of a non-contract 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, has a real or anticipated labor disruption, or is providing negotiated rates for group travel.
- 3. Health and Safety Issues.** Use of a non-contract travel vendor may be allowed when a traveler finds that the accommodations provided by the vendor may reasonably present a risk to the traveler because the vendor a) lacks a reasonable amount of security or safety; b) fails to provide an adequate amount of services required for a person with disabilities; or c) has limited availability of medical emergency facilities or equipment that may be required by the traveler.

3.2.2.2 Access to Contracted Airfare Via Travel Agencies / Online Booking Tools

State-contracted airfare must be purchased through [designated travel agencies](#). Travelers may also use UT System's on-line booking reservation system to access state-contracted and airfares available to the general public.

3.2.2.3 Non-business Travel

State-contracted airfares are available to employees for business-related travel or prospective employees where travel is being paid by System Administration. They are not to be used for leisure, personal, or non-business travel.

3.2.2.4 Non-employees

State-contracted airfares are not available to independent contractors or consultants working for System Administration, even if System Administration reimburses their travel. State-contracted airfares are, however, available to unpaid speakers invited by System Administration and whose transportation, lodging, meals, and incidental expenses are paid by System Administration.

3.2.2.5 Group Travel

State-contracted airfares are not for group travel. When securing tickets for ten or more persons, contact a travel agency and inquire about group rates.

3.2.3 First Class Airfare and Upgrades

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. Additionally, Executive Officers may elect to upgrade the class of airfare ticket 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 approve the documentation of the business reason, and it must be submitted as support for the payment of the upgrade.

3.2.4 Frequent Flyer Miles

Reimbursements are only provided for costs actually incurred by the traveler. System Administration will not reimburse for tickets purchased with frequent flyer miles. Neither frequent flyer mileage programs nor any other travel bonus program should influence the traveler's flight selection or routing.

3.2.5 Chartered Aircraft

An employee may be reimbursed for the cost of renting or chartering an aircraft if the Texas Department of Transportation provides written approval. An employee may rent or charter an aircraft if a state-owned aircraft is not available or if the rental would reduce the cost of transportation. All charter aircraft contracts must be pre-approved by the Office of General Counsel.

3.2.6 Private Aircraft

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.

3.3 Travel 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 transportation available.

4 MEALS AND LODGING

4.1 General

4.1.1 Same-Day Travel

When the entire trip begins and ends in the same calendar day, per diem allowances and reimbursement for lodging and meals are not allowed. Personnel are responsible for providing their own meals and snacks while engaged in same-day travel.

4.1.2 Receipts and Rates

Lodging receipts should show the number of days, room charge per day, and taxes charged per day. All rates should be at the single room rate.

4.1.3 Texas State Occupancy Tax

Employees of System Administration are exempt from the Texas State Occupancy Tax when traveling on System Administration business. A traveler must present the lodging establishment with a completed exemption certificate. 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. 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.

4.1.4 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.

- 1. Lower Total Cost to System Administration.** A non-contract 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.
- 2. Efficient Use of Services.** Use of a non-contract travel vendor is necessary because the contract vendor is sold out, is not able to provide services at a location necessary

to accomplish the purpose of the trip, has a real or anticipated labor disruption, or is providing negotiated rates for group travel.

3. Health and Safety Issues. Use of a non-contract vendor may be allowed when a traveler finds that the accommodations provided by the vendor may reasonably present a risk to the traveler because the vendor a) lacks a reasonable amount of security or safety; b) fails to provide an adequate amount of services required for a person with disabilities; or c) has limited availability of medical emergency facilities or equipment that may be required by the traveler.

4.1.5 Accessible Lodging

Lodging costs for a disabled employee are reimbursed for the actual cost of the least costly lodging that is most accessible to the employee's needs.

4.1.6 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.

4.1.7 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.

4.1.8 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 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.

4.1.9 Non-Reimbursable 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 per diem limits, excess meal and lodging expenses for one day may not be carried forward or backward to another day.

4.2 Limits for Meals and Lodging

4.2.1 Travel in Texas

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 meal expenses exceed the allowed per diem, itemized receipts are required. Approved overages for meals must be paid from local funds.

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. If meal expenses exceed the greater of the locality-based rate or \$41 per day, meal receipts are required. Approved overages for meals must be paid from local funds.

4.2.2 Travel Outside Texas but Within the Continental U. S.

Approval Requirements: Written approval in accordance with **Section 1.1.** must be obtained in advance of the travel and must accompany reimbursement requests.

State and Institutional Funds: 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. Lodging receipts are required. If meal expenses exceed the state-allowed per diem, meal receipts are required. Approved overages for meals must be paid from local funds.

4.2.3 Foreign Travel and Travel Outside the Continental U. S.

Approval Requirements: Written approval in accordance with **Section 3.1.1** must be obtained in advance of the travel and must accompany reimbursement requests.

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 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.

5 OTHER EXPENSES

5.1 Parking

5.1.1 Airport Parking

Airport parking fees are reimbursable and should be listed separately on the reimbursement request. Receipts are not required unless expenses exceed \$25.

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 Airport.

5.1.2 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 non-reimbursable.

5.1.3 Other

Other parking fees incurred away from the place of employment while transacting System Administration business are reimbursable and should be listed separately on the reimbursement request.

5.2 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.

5.3 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.

5.4 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.

5.5 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.

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 § 5.1.2)	\$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.

State Funds: Gratuities are not a reimbursable expense when using state funds.

5.6 Other Reimbursable Expenses

The following is a partial list of expenses that are reimbursable if incurred on or for System Administration business:

- Admittance fees
- Books purchased for a seminar
- Charges to exchange foreign currency
- Copying charges
- Departure taxes
- Facsimile charges
- Freight charges for System Administration equipment
- Gasoline charges (unless mileage is being paid)
- Inoculations
- Mandatory lodging charges
- Mandatory service charges
- Notary fees
- Parking
- Passport or visa charges
- Postage
- Repair charges for System Administration owned vehicles
- Sales and use taxes if an exemption is not provided by law
- Telephone calls (business)
- Toll charges

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.

5.7 Non-reimbursable Expenses

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

- Airline club membership dues
- Alcoholic beverages
- Any expense not related to System Administration business
- Baby-sitting
- Clothing or toiletry items

- Dry cleaning or laundry
- Excess baggage charges for personal belongings
- Expenses related to the operation of a personal vehicle
- Kennel expenses for a pet
- Locker rental for baggage storage
- Rental of videotapes or movies for personal entertainment
- Damages, loss or theft of:
 - Personal funds or property
 - Baggage, luggage and briefcases
- No-show charges for lodging or car service
- Optional travel or baggage insurance
- Parking tickets or traffic violations
- Personal accident insurance (domestic)
- Personal automobile routine maintenance/tune-ups
- Personal entertainment, including sports events
- Personal property insurance
- Personal telephone calls
- Rental car upgrades

FORMS AND TOOLS/ONLINE PROCESSES

[Travel Approval Form](#)

[Reimbursement Checklist \(Accounting & Purchasing Services\):](#)

APPENDIX

TRAVEL RESOURCES

1 Travel Services Web Site

Information pertaining to contract travel agencies, car rentals, hotel reservations, reimbursement procedures and frequently asked questions may be obtained from the [Travel Services](#) web site.

2 [State of Texas Travel Guide \(Textravel\)](#)

The [State of Texas Travel Guide](#) contains the State Comptroller's Office rules and regulations pertaining to travel and reimbursement using state funds.

3 Overnight Travel in Texas

The [Texas Comptroller of Public Accounts](#) web site provides state rates for meal and lodging reimbursement for overnight travel within Texas.

4 Overnight Travel Outside Texas but within the Continental U. S.

The [State Comptroller's Office](#) maintains a web site that provides rates for meal and lodging reimbursement for travel outside of Texas but within the Continental U. S.

5 Foreign Travel and Travel Outside the Continental U. S.

The [U.S. Department of State](#) maintains a web site that provides per diem rates that can be used as a guideline for acceptable expenses.

6 Texas Mileage Guide

The [Texas Mileage Guide](#) shows the mileage between locations and calculates the reimbursement based on a per-mile rate.

7 State of Texas Contracted Airfares

The [State Comptroller of Public Accounts](#) has awarded contracted airfares for various destinations. Airfares listed are one-way and do not include all taxes.

Keywords: travel, administrative
