Travel Expenses

Purpose

To inform University faculty, staff and students of allowable reimbursable expenditures incurred while traveling on University business.

Policy

The University complies with section 7.07 of the State of Texas Travel Allowance Guide adopted by the Texas State Comptroller. This section lists reimbursable and non-reimbursable incidental travel expenses. Meal and lodging expenses will not be reimbursed without an overnight stay.

Procedures

Reimbursable Expenses
A state employee is entitled to be reimbursed for the following expenses if they are incurred for an official state business reason.

1. Commercial Lodging Establishments Receipts (excluding Texas State occupancy taxes)
2. Rental car receipts (including gas)
3. Registration receipts paid by the traveler
4. Airline receipt (Itinerary) paid by the traveler
5. Parking receipts
6. Taxi, shuttle, bus, and train receipts
7. Phone and Internet if used for business purposes (please add to VP5 document notes)
8. Transportation fee: Local Mileage from UTEP/Airport and return Airport/UTEP

Maximum domestic per diem meal allowances vary throughout the continental United States. The department may reimburse up to the maximum per diem meal allowance established by the state. Maximum allowances can be accessed by using the “Per Diem-Max Allowances” screen in *DEFINE (ie: GG1 command).

Please note, meal and lodging expenses will not be reimbursed without an overnight stay.

Non-reimbursable Expenses
The following expenses are not reimbursable, regardless of whether they are incurred while conducting official state business. This is only a partial list.

1. Tips or gratuities
2. Alcoholic beverages
3. Texas state occupancy taxes
4. Dry cleaning or laundry
5. Expenses not related to official state business
6. Additional car rental insurance purchased using a state contract
7. Excess baggage charges for personal belongings
8. Kennel expenses for a pet
9. Other business supplies or merchandise purchased

Please note, meal and lodging expenses will not be reimbursed without an overnight stay.

Applicability

Applies to all University faculty, staff and students traveling on official state business.

Responsible Party

Comptroller

Last updated: July 8, 2008