

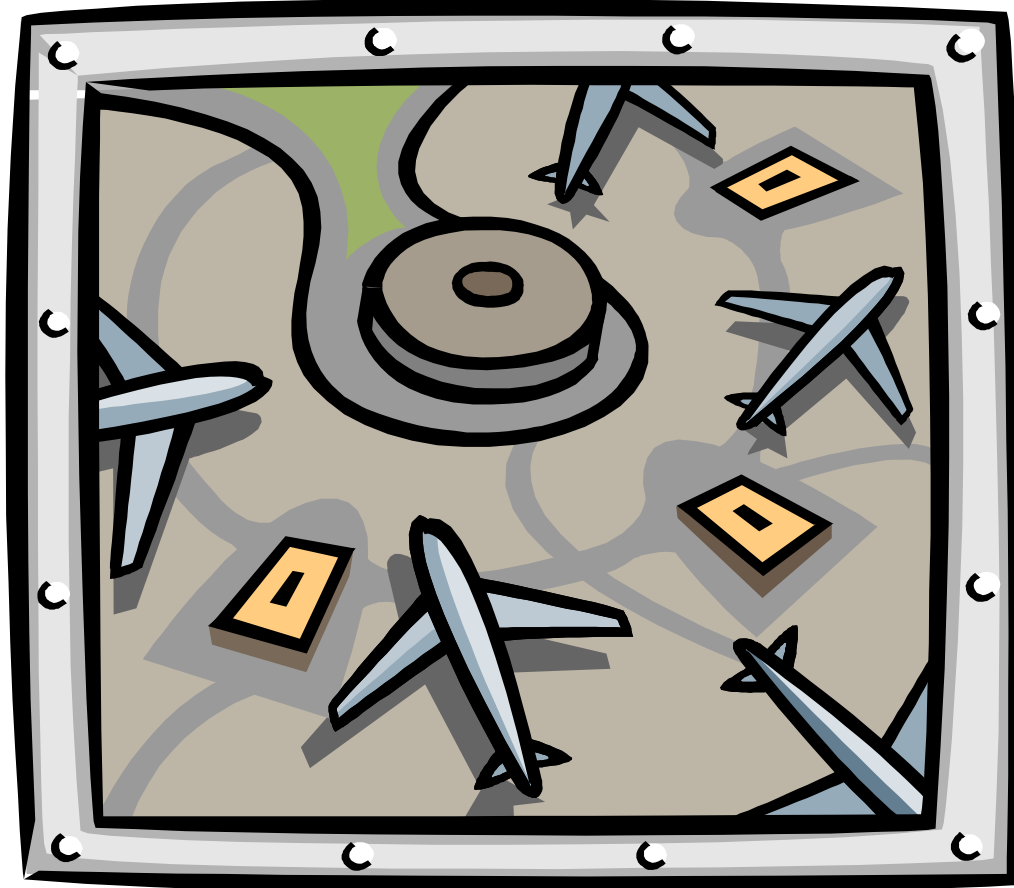
THE UNIVERSITY OF TEXAS AT EL PASO

TRAVEL GUIDELINES

FISCAL YEAR 2001-2002

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Revised: ___



TRAVEL REGULATIONS
The University of Texas at El Paso
Effective September 1, 2001
Revisions to be Dated Accordingly

SOURCE OF RULES

The rules and regulations covering travel reimbursement are from several sources. The University of Texas at El Paso is governed by the UT System Administration regulations, the State of Texas Travel Regulations Act, the General Appropriations Act, by Rules and Regulations of the Board of Regents, and by official interpretations of the Travel act as made by the State Comptroller of Public Accounts.

UTEP SOURCES

Lee Arisano – Travel Coordinator – 747-5382
Rene Rayon – Accounts Payable Manager – 747-5163
Mike Gonzalez – Accounts Payable Accounting Specialist – 747-7879

HELPFUL WEBSITES

Contract Airline Fares:	http://www.gsc.state.tx.us/travel/fy2002air.html
For In-State Mileage	http://www.window.state.tx.us/comptrol/texastra.html
Foreign Per Diem Rates	http://www.state.gov/m/a/als/prdm/
Hotel Tax Exemption Form	http://window.state.tx.us/taxinfo/taxforms/12-302.pdf
Out-of-State Meals and Lodging	http://www.window.state.tx.us/comptrol/san/fm.notices.date.html/fm02/oosmealsandlodgingrates02.pdf
Payroll Services	http://finsvcs.utep.edu/payroll/
State Comptroller's Office General Website	http://www.window.state.tx.us.html
State Contract Rental Cars	http://www.gsc.state.tx.us/travel/index.html
State of Texas Travel Allowance Guide	http://window.state.tx.us/comptrol/san/fm_manuals/tag_man/00tag_man/tag_goc.html
Texas Mileage Guide:	http://www.window.state.tx.us/comptrol/texastra.html
Travel Management Services	http://www.utep.edu/vpfa./travel.html
Travel Survey	http://www.utsystem.edu/bas/acctsvcs/trsurvey.cfm
Weather Channel	http://www.weather.com/

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INTRODUCTION

The rules and regulations covering travel reimbursement are from several sources. The University of Texas at El Paso is governed by the State of Texas Travel Regulations Act, the General Appropriations Act, the Rules and Regulations of the Board of Regents, and by official interpretations of the Travel Act as made by the State Comptroller of Public Accounts. The most relevant rules have been condensed into this document for quick reference. When the rules for local accounts differ from state accounts, the difference is noted.

The State of Texas Travel Allowance Guide is to be used for any travel paid using state funds as defined below:

- Institutional Funds – Funds collected by the University of Texas at El Paso except for Educational and General funds.
- Educational and General Funds – Net tuition; special course fees charged under Section 54.9051(e) and (1), Texas Education Code; lab fees; student teaching fees; hospital and clinic fees; organized activity fees proceeds from the sale of Educational and General equipment; or indirect cost recovery fees (Section 51.009 of the Texas Education Code).
- Contract and Grant Funds – Externally funded sponsored programs (26 Accounts).

There may be stricter guidelines imposed by individual departments and, in addition, some sources of funds may impose additional restrictions. (e.g. contract and grant funding).

EMPLOYEE'S RESPONSIBILITY

All employees of UTEP are required to be aware of the state laws, rules and procedures that are outlined in these web pages. Failure to be aware could result in non-reimbursement of travel expenses. Prior approval from your immediate supervisor for all business travel is required.

TRAVEL AUTHORIZATION

Prior approval for all business travel is **required** for absences from the campus (or other designated headquarters) for periods of half a day or more during the normal working period, whether or not there is a cost to The University.

A Request for Travel Authorization (RTA VE-5) should be completed and approval is delegated to the immediate supervisor. Travel requests by faculty members must contain a statement regarding the disposition of work and/or classes missed during the period of travel. The department chair will approve the request and forward it to the appropriate Dean or other administrative officer for approval. The form will then be routed to the appropriate Vice President and to the President for final approval and distribution.

An RTA should state the traveler's name, dates of travel, destination, purpose and benefit of travel, and the account to be charged. Appropriate arrangements for disposition of duties must be made in advance of the travel. If classes are to be missed, a qualified member of the instructional staff shall be identified to and approved by the departmental Chair as a substitute instructor. Under normal circumstances, classes should not be rescheduled.

If charges such as airfare are to be centrally billed, the RTA VE-5 provides the authorization to charge the specified account. Additional approvals or preparations may also be required.

Travel authorization for the President's travel is reviewed and approved by the Vice President for Finance and Administration.

Washington D.C

The General Appropriations Act, 76th Texas Legislature (Article IX, Section 9-6.31) requires state agencies with personnel traveling to Washington D.C., to notify the Office of State-Federal Relations (OSFR) in advance of such travel. The UTEP Travel Coordinator upon receipt of the RTA VE-5 processes notifications. The guidance outlined below clarifies travel purposes that are subject to the notification requirement.

Travel Not Requiring Notice: The only travel to Washington D.C. by UTEP employees that does not require notice is:

- Personal travel

Travel Requiring Notice:

All other travel to Washington D.C. that is paid for, or reimbursed from, state funds requires notice. This includes:

- Travel for professional meetings or training, not involving visits to federal agencies or Congress
- Travel where expenses are reimbursed by non-state agencies (e.g. NIH, NSF)
- Travel reimbursed from existing grants or contracts with a federal agency pursuant to the terms of such grants or contracts
- Travel for the purposes of visiting with members of Congress, congressional staff, or federal agencies (other than in connection with an existing contract as described above) that is processed through the state comptroller or institutional accounts (e.g. gift funds, federal funds, practice plan funds).

RTA VE-5's will not be processed for trips to Washington, D.C. without the prior notification. Complete all the Washington D.C. fields in the electronic VE5 document, which are reviewed by the UTEP Travel Coordinator.

Foreign Travel

The President must approve all foreign travel **in advance**. Foreign travel is defined as "all countries outside the 50 states, Mexico, Canada and U.S. possessions".

State Accounts Only: In those few instances when a foreign travel voucher is processed for payment against appropriated funds (a 14-account) please create a request for travel document (VE5) using account number 19-0202-03__. You must also forward an e-mail to Richard Aduato, in the President's Office, to request an exchange of State funds for local funds and indicate the RTA document ID number.

Foreign travel on any account will require “**advanced**” approval from the President's Office. As a general rule, the RTA for foreign travel approval should be submitted for approval 30 days in advance, but not less than 10 days in advance of departure. The President's approval is not required for Canada, Mexico and U.S. possessions.

Examples of reasons authorized for official foreign travel are

- (1) The individual is a key speaker at a scientific or professional meeting (correspondence from the sponsoring agency should document the key role the participant will play in the program).
- (2) The participant can learn a technique or a procedure, which is not available in the United States, resulting in knowledge that will be beneficial to the educational and/or research programs of the University. (A statement or documentation verifying the uniqueness of the technique or procedure and the benefits to the participant and to the University is required.

The U. S. Department of State may issue travel advisories warning against or restricting travel by an U. S. citizen to specific nations. Should a person request approval to travel to a nation under a travel advisory, the person must include a signed statement indicating that the person is aware of the travel advisory and potential risks associated with travel to the nation under the advisory.

Contracts & Grants: When any foreign travel expenses are to be paid from grant and/or contract funds, all required approvals must be obtained. Such approval may be a letter from the appropriate financial officer giving approval for use of funds for such travel or specific authorization for the travel may be stated in the approved grant or contract. It is the responsibility of the Principal Investigator to secure all necessary approvals; failure to do so will result in disallowance of the travel expenses.

Travel Advances

The University will advance funds to its employees for projected travel expenses only if the expenses are incurred during travel that requires an overnight stay outside of El Paso. A Payroll Deduction Authorization form will be required with all travel advance requests. Travel Advance recipients will be allowed 45 days from completion of travel as per the RTA-VE5, to redeposit travel advance funds to the Student Business Services Office. Should this grace period be exceeded, a deduction will automatically occur on the next available payroll. The new Travel Advance form may be printed from the following web site: <http://www.utep.edu/finsvc/payroll/home.html#TAP>. A notice will be sent to the traveler when the travel advance reaches the 30th day of the grace period indicating that the funds will be deducted from their next available pay check, if the advance is not paid in full within the next 15 calendar days. Employees are cautioned however, to follow these policies and instructions with care since failure to provide careful accounting can result in denial of future travel advance requests.

Voucher Requirements:

An electronic voucher for Travel Advance (VP2) may be prepared and submitted to the Accounts Payable Office if advance funds are needed. Requests for travel advances must be made at least three (3) days and no more than ten (10) days prior to the anticipated trip, and the amount of travel funds requested cannot exceed ninety (90) percent of the estimated costs of the trip. In all cases, a copy of an approved electronic Request for Travel Authorization (RTA VE5) must be attached to the voucher. An Authorization to Deduct Outstanding Travel Advance from Payroll Checks form is required of all employees. The form is available at <http://www.utep.edu/finsvs/payroll/home.html#TAP>.

Submission of Receipts and Return of Funds

Receipts for all authorized travel expenses and the travel voucher must be presented to the Accounts Payable Office within forty-five (45) working days after returning from the trip. The Accounts Payable Office will review the receipts to insure that all expenses fall within the requirements of this policy, and are consistent with the appropriate guidelines. Any travel funds advanced for more than documented expenses must be returned immediately to the Student Business Services Office (formerly the Bursar's Office). Any individual failing to present vouchers or to return funds will have the outstanding amount deducted from their paycheck automatically. For further details and instructions, please contact the General Accounting Services Office or consult the State Comptroller's Travel Allowance Guide.

Special Travel Regulations For Other than Educational and General Funds

Provisions of the preceding general travel regulations apply to all UTEP employees and all funds. However, if applicable, employees may travel under the auspices of contracts, gifts, grants, or designated funds, in which case they may elect to take advantage of the following exceptions:

Travel on Sponsored Project (Grant) Funds, Gifts, and Designated Funds

Travel allowances under other contracts will be in accordance with the terms of the contract. However, if the contract does not specify travel allowances, then the general travel regulations will apply. For travel from, or derived from, federal or state agencies, travel allowances will be those specified in the general travel regulations.

For all gifts, designated funds, and grants, travel allowances will be for expenses involving meals, lodging and airport parking fees not to exceed rates specified in the general travel regulations per day. This applies for both in-state and out-of-state travel. Lodging receipts must be submitted for reimbursement of claims. The transportation allowances will follow the provisions of the general travel regulations.

The provisions above are subject to the terms and conditions of the particular gift or grant involved, which may supersede the above provisions. When not prohibited by specific terms, employees may be reimbursed for required registration fees or similar expenses incurred while attending meetings of

organizations or associations. Receipts for such expenses must be secured and attached to the RTA VP5 document if reimbursement is expected.

A state employee may be reimbursed for travel expenses from both a non-state agency source and from the State of Texas so long as the total reimbursement from all sources is not greater than actual expenses.

Students

THIS POLICY IS UNDER CONSTRUCTION FOLLOWING RECENTLY APPROVED U. T. SYSTEM GUIDELINES. ESTIMATED PUBLISHING DATE IS AUGUST 1, 2002.

Cancellation Or Change Charges

A cancellation or change charge is reimbursable only if the charge is incurred for a business related reason or because of adverse weather conditions or a natural disaster. ***Charges incurred for personal reasons, such as illness or family emergency, cannot be reimbursed.***



Voucher Requirements:

- 1. The voucher must specify the business-related reason for the cancellation.*
- 2. Proof that the cancellation charge has been paid must be attached to the voucher.*
- 3. If the cancellation charge is for an unused airline ticket, the original ticket must be attached to the voucher.*

Expenses Incurred While Qualifying For Discount Airfare (Free Or Discounted Travel)

When an employee stays extra days at a duty point to qualify for a discount airfare, they may be reimbursed for the travel expenses incurred if the additional expenses plus the discount airfare are less than or equal to the average coach airfare. It must be in the best interest of the University to allow the employee to be absent for the extra days. The extra days may occur before or after the official state business.



Voucher Requirements:

The voucher must show that additional expenses incurred are less than or equal to the average coach airfare. The voucher must state the average coach airfare and the source used to determine that airfare.

Disabled Officers and Employees

A disabled officer or employee who is required to travel on official state business may be reimbursed for attendant care travel expenses. The attendant travel expenses are subject to the same rules as the employee. First class airfare for disabled employees is allowable only if it is medically necessary.



Voucher Requirements

A statement explaining the disability and the need for additional expenses must be attached to the VP5 document.

Weekend Travel

If official state business temporarily ends on Friday and resumes on Monday, the employee may have the option to stay at the duty point or return to headquarters for the weekend. If the employee chooses to remain at the duty point, expenses for the weekend are subject to the same limitations as weekday travel. If the employee decides to return to headquarters, the travel reimbursement would be limited to the lesser of the expenses that would have been reimbursed had the employee stayed at the duty point and the transportation expenses incurred returning to headquarters and going back to the duty point.

Reimbursable expenses are limited if an employee leaves a duty point and travels for personal reasons to a location other than headquarters for the weekend. Weekend travel expenses may not exceed the average weekday travel cost multiplied by the number of days in the weekend.

Packaged Travel Arrangements (Tour Packages)

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 meal and lodging limits.



Voucher Requirements:

- 1. An original and complete receipt from the seller of the package must be attached to the voucher.*
- 2. Meal or lodging expenses packaged with a registration fee are considered part of the registration fee and must be charged to the same object code as the fee. If meal or lodging expenses are not mandatory, they must be separated from the registration fee and charged to the usual object codes for meals or lodging.*

Travel While On Personal Leave

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. The reimbursement is not to exceed the lesser of the amount of actual travel expenses and the amount that would have been incurred had the employee traveled from their headquarters.

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



Voucher Requirements:

The voucher must state that the chief administrator required the travel.

Lost Or Stolen Tickets

An employee may be reimbursed for a lost or stolen ticket if they exercised reasonable care to safeguard the ticket.

Voucher Requirements:

The voucher must state that the employee exercised reasonable care. Someone in the employee's line of supervision must sign the statement.

Prospective State Employees

When a prospective employee is requested to travel for an employment interview, they may be reimbursed for travel expenses in the same manner as a state 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.

Voucher Requirements:

- 1. The term "Prospective Employee" must be listed in the title section of the voucher.*
- 2. The voucher must list the title of the position for which the prospective employee is being interviewed.*
- 3. The voucher must include a daily itemization of the meal and lodging expenses.*

Death Of An Employee

The University may pay the cost of transporting an employee's body to the employee's headquarters. The amount paid may not exceed the amount that would have been reimbursed, if the employee had not died. The payment must be made to the deceased employee or his/her estate and may not be paid directly to the company transporting the body.

The state will pay for return of the remains and any costs involved in the unused ticket.

Timing

Please make every effort to submit your expenses for reimbursement as soon as possible after incurring the costs in order to eliminate any confusion that might occur due to invalid account numbers, unavailable funds, and/or reporting periods. Due to IRS regulations and the Safe Harbor rules, expenses older than 60 days require an attached explanation as to the reason(s) for the lateness. These late reimbursement requests will also require additional levels of approval and may even run the risk of being disallowed entirely or reported as taxable income to the payee.

Dues and Registration Fees

Registration Fees - Reimbursement for registration fees, or similar expenses incurred when attending any type of organization or association meeting, will be made only if the associated membership is directly related to the duties performed by the employee and the type of conference attended. Receipt showing who paid and the form of payment must be submitted.

Meals and lodging may not be claimed in the registration fee except when the meals are included as a non-optional, incidental expense of the fee.

Entertainment or other personal items may not be claimed. A registration fee can be paid in advance by a state agency but only if the fee is paid in the same fiscal year as the date of the conference.

EXCEPTION: A registration fee that includes a membership fee may be paid in advance and charged to the current year's appropriation, if the request is made no earlier than six (6) weeks prior to the date of the conference. Every effort should be made to attend "paid in advance" conferences and with the approval of the supervisor one employee may replace another employee at the conference.



Voucher Requirements:

An employee initiating a RTA VE5 document should include the amount of the fee or dues in the total estimated cost of the trip. If a registration fee must be paid in advance, the employee should use the following procedures:

1. Must have approved travel authorization for period of meeting.
2. Submit a Payment Voucher VP-2 at least one month in advance with the following information on voucher:
 - Place of meeting, along with the title of conference if there is one (no abbreviations), with justification statement explaining the necessity of paying the fee in advance.
 - Dates of meeting.
 - Amount of registration fee and for whom it is being paid. Usually there is a registration form to be filled out and sent with the University check.
 - Include Vendor's Tax ID# when using a state account.
1. If the registration fee includes a membership fee payment, the VP2 document should state the name of the organization with the membership in the name of the University and the traveler as the representative for the University.
4. Retain backup material for all of the above and attach to the voucher. It is the responsibility of the employee to obtain refunds in the event the trip to the meeting is canceled. Reimbursement will not be allowed unless the employee, or another employee designated by the department head, attends the meeting.

Membership Fees and Dues

Memberships in professional organizations must be in the name of the University and require written approval from the President or the President's designee prior to payment. Reimbursement for membership fees and dues in professional organizations will be made if there is a direct relationship between the duties performed by the employee and the organization. Receipts are required, with a justification statement explaining the necessity of paying the membership fee.

Foreign Travel

Reimbursement

When properly approved, the University may reimburse an employee for actual meals and lodging expenses when traveling to foreign countries. All travel expenses must be converted to U.S. dollars and each exchange rate used for the conversion specified on the voucher. Appropriate lodging and meal receipts must be attached to the reimbursement vouchers. Authorized travel reimbursement to foreign countries other than Canada and the United Mexican States are:

- Meal expenses are reimbursable for the amount of meal expenses incurred (*Receipts required*)
- Lodging expenses are reimbursable for the amount of lodging expenses incurred (*Receipts required*)
- Hotel and meal receipts **are required** for reimbursement for a total amount not to exceed \$350.00 per day (*All receipts required.*)
- Reimbursement for meal and/or lodging expenses may not be allowed if travel does not exceed six consecutive hours and the sixth consecutive hour extends into a new day, and then only the lodging expenses incurred during the new day are reimbursable.
- Reimbursement for meals and lodging is limited to the actual expenses not to exceed \$350 per day. If meal expenses exceed \$35 per day, a written explanation is required and *all receipts are required for foreign travel.*

Foreign Per Diem Rates

The foreign per diem rates provided by the Governor's Office at <http://www.state.gov/www/perdiems/index.html> are to be used as a "guideline" only for estimating the costs for foreign travel on a VE5 and not for reimbursement purposes on a VP5. The U. T. System Administration and all components are allowed a maximum total expense of \$350 per day and travelers are required to retain all receipts.

Employees, who travel to Alaska, Hawaii, Canada, Mexico, Guam, Puerto Rico or any U.S. possession, may also be reimbursed for actual expenses for meals and lodging, provided the President gives prior written approval. The RTA must state, "*Authorization for actual expenses is requested.*" Lodging and meal receipts are required.

MEALS & LODGING

General Rules – In-state Travel

Only single occupancy rates can be claimed. If two or more employees share lodging, the expense should be divided equally between the employees. Excess meal and lodging expenses for one day may not be carried forward or backward to another day. Expenses incurred the day before official business begins or the day after official business ends are reimbursable. Expenses incurred more than one day before official business begins or more than one day after official business ends are reimbursable only if the expenses are incurred to qualify for a discount airfare and results in a savings to the University. Meal and lodging expenses are not reimbursable without an overnight stay.

In-state travel is limited to State of Texas per diem rates

Employees of The University of Texas are exempt from Texas state hotel occupancy taxes. A traveler must present the hotel with a completed exemption certificate. If a hotel refuses to honor the certificate, the traveler will be reimbursed for the tax and the state comptroller should be notified of the hotel's refusal. University employees are not exempt from county or municipal hotel occupancy taxes and these taxes are reimbursable.

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

EXAMPLE: Travel on state funds within Texas is limited to lodging expenses of \$80 per day. If actual lodging expenses are \$100 and local occupancy taxes are \$6.50, the reimbursable tax is \$5.20. This is calculated as follows: $(\$80/\$100) \times \$6.50 = \5.20

When traveling out-of-state, the meal expense reimbursement rate may be reduced and a corresponding amount used to increase the lodging reimbursement rate. However, lodging expense may not be reduced to increase the meal reimbursement rate.

Maximum reimbursement for each day

EXAMPLE:

Lodging (with receipts)	\$ 80.00
Meals	<u>30.00</u>
	\$110.00

Fractional days (generally first and last days of a trip) will reduce the allowable amount for meals as follows:

TIME OF DEPARTURE (In-State)

Before Noon	100%
After Noon, but before 6:00 p.m.	60%
After 6:00 p.m.	0%

TIME OF RETURN (In-State)

7:00 a.m. – Noon	40%
12:01 p.m. -- 6:00 p.m.	72%
After 6:00 p.m.	100%

LODGING RECEIPTS ARE REQUIRED. Employees may not claim lodging for more than actual costs including room taxes. Meal receipts are required if in excess of \$30 per day.

TAX NOTE: Employers are required to report per diem payments not involving an overnight stay as Other Compensation on the employees' W-2 form.

Travel Status for a Continuous Period of Less than Six (6) Hours: Only transportation expenses will be paid to an employee who is away from designated headquarters for a period of less than six (6) hours.

The above provisions are applied strictly when the cost of travel is to be paid from State Appropriated Funds. For special exceptions, see Special Travel for General Travel Rules and Regulations of the State of Texas Travel Allowance Guide at web site:

http://www.window.state.tx.us/comptrol/san/fm_manuals/tag_man/00tag_man/tag_toc.html

Hotel Occupancy Taxes

A University employee traveling on official state business within Texas is exempt from paying the state hotel occupancy taxes collected by a commercial lodging establishment upon submission of a

signed Texas Hotel Occupancy Tax Exemption Certificate. This is only for State taxes as local and county taxes are not exempt. The Texas Hotel Occupancy Tax Exemption Certificate may be printed from the following website:

<http://window.state.tx.us/taxinfo/taxforms/12-forms.html>

An employee who fails to present a properly completed exemption certificate to a commercial lodging establishment will not be reimbursed for State occupancy taxes charged by the establishment.

If an employee properly pays an applicable hotel occupancy tax, a state agency may reimburse the employee for those taxes. The taxes are not classified as a lodging expense for the purpose of the maximum reimbursement rate for those expenses.

General Rules Out-of-state Travel Reimbursement

The meals and lodging schedule is to be used for out-of-state travel within the Continental United States by state employees. Employees, who travel to Alaska, Hawaii, Canada, Mexico, Guam or any U.S. possession, may be reimbursed for their actual meals and lodging expenses, provided prior written approval is obtained from the President's Office. If this approval is not received, the rates for meals and for lodging on the <http://www.state.gov/www/perdiems/index.html> website apply but not to exceed \$350 per day.

State accounts and state funded 18 and 26 accounts are limited by the federal travel regulations. The rates may be found in *DEFINE using the GG1 command. Locality limits are based on key cities within a state. When traveling to a city not listed, the limit is based on the county in which the city is located. If neither the city nor the county is listed, the reimbursement is limited to the median rate as listed at http://www.window.state.tx.us/comptrol/san/fm.notices.date.html/fm02/fm02-16_intro.html.

Local accounts are limited to a combination of actual meal and lodging expenses not to exceed \$250 per day. If meal expenses exceed \$35 per day, receipts together with an explanation will be required.

If the city traveled to is not listed on the meals and lodging schedule, the employee should check the county where the city is located. If the county is listed, reimbursement will be allowed at the county rate. If neither the city nor county is listed on the schedule, the reimbursement amount will be the median rate as listed at http://www.window.state.tx.us/comptrol/san/fm.notices.date.html/fm02/fm02-16_intro.html. Employees should always list the city and county traveled within on their travel voucher. This will help expedite the processing of the voucher. All travel is based on the actual meals and lodging expenses incurred by an employee not to exceed the rates set out in the schedule.

For example:

EXAMPLE (out-of-state)	
Lodging	\$ 76.00
Meals	<u>34.00</u>
Maximum Travel Rate	\$ 110.00

TIME OF DEPARTURE (Out-of-State)	
Before Noon	100% of the maximum allowed per diem
After Noon, but before 6:00 p.m.	60% of the maximum allowed per diem
After 6:00 p.m.	0%

TIME OF RETURN (out-of-state)	
7:00 am- Noon	40% of the maximum allowed per diem
12:01 pm- 6:00 pm	72% of the maximum allowed per diem
After- 6:00 pm	100% of the maximum allowed per diem

LODGING RECEIPTS ARE REQUIRED. Employees may not claim lodging that is more than actual costs including room taxes. Meal receipts are required if in excess of allowed per diem for that locality. Partial meal allowances for the day of return from out-of-state travel are based on the locality meal rate and appropriate percentage rate as shown below:

Local accounts are limited to a combination of actual meal and lodging expenses not to exceed \$250 per day. If meal expenses exceed \$35 per day, receipts together with an explanation will be required.

Out-of-state Lodging Rates

Rate schedules, which are effective September 1st of each year, may be accessed at Web site address:

<http://window.state.tx.us/comptrol/san/fm.notices.date.html/fm95/fm95-41.html>

Various Reimbursement Guidelines

An employee may not be reimbursed for meals or lodging expenses incurred within the employee's designated headquarters. An employee may be reimbursed if the expenses are mandatory and connected with training, a seminar, or a conference.

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, and any occurrence not connected with official duties.

An employee can only be reimbursed for his or her own expenditures. They are not allowed reimbursement for expenditures incurred by other individuals. **Alcoholic beverages and tips/gratuities are not reimbursable expenses.**

Local Accounts may reimburse tips and gratuities incurred during travel for official business. The amount of the reimbursement may not exceed 15%. The tip or gratuity is separate from the daily meal limit and should be itemized in the comments section of the VP2 voucher.



Voucher Requirements:

- 1. If an original receipt is not available, a copy of the receipt, canceled check, or credit card slip must be attached to the voucher. The voucher must state that the original receipt is unavailable.*
- 2. To reimburse an employee for meals or lodging incurred within their designated headquarters, a statement must be added to the voucher stating that the expenses were mandatory and connected with training, a seminar, or a conference.*

Hotel Occupancy Taxes

A University employee may be reimbursed for travel outside the State of Texas for the required payment of hotel occupancy or similar taxes. The reimbursement is classified as an incidental expense. The taxes are not classified as a lodging expense for the purpose of the maximum reimbursement rate for those expenses.

Maximum Reimbursement

This section applies only when a University employee is entitled to reimbursement for his payment of hotel occupancy or similar tax. If the tax is calculated as a percentage of the lodging rate, the reimbursement may not exceed the percentage multiplied by the maximum that may be reimbursed to the employee for his lodging expenses at the location.

Lease Of An Apartment Or House

If a department anticipates that an employee will be at a duty point for at least one month, the expense of leasing an apartment or house may be reimbursed. The apartment or house must be leased from a commercial establishment. The name of the employee must appear in the lease and the purpose for leasing must be the conservation of state funds. Any deposit required for the lease of a house or apartment is the sole responsibility of the employee and are not reimbursable.



Voucher Requirements:

- 1. The voucher may not encompass more than one month's expenses.*
- 2. The expense of leasing an apartment or house for the month must be listed as a lump-sum amount.*
- 3. The voucher must itemize the meal expenses on a daily basis.*
- 4. A copy of the lease agreement and proof of the lease payment must be attached to the voucher.*
- 5. When applicable, an invoice or billing statement from a furniture rental company or utility company must be attached to the voucher.*
- 6. When applicable, proof that an application fee has been paid must be attached to the voucher.*

TRANSPORTATION

Personal Car Mileage

The mileage rate for fiscal year 2001-2002 is 34.5 cents per mile. Mileage is determined by "The Official State Mileage Guide." This guide can be accessed in *DEFINE with the GG2 command or on the State Comptroller's website at <http://www.window.state.tx.us/comptrol/texastra.html>. The distance listed in the mileage guide usually is the maximum number of miles an employee may be reimbursed. However, the distance between two locations as listed in the mileage guide is not the maximum if one or both locations is not listed by the mileage guide as a measuring point and the mileage claimed is itemized on a point-by-point basis. If a personal car is used the lesser of the airfare or mileage rate is reimbursed. Of course, if mileage incurred is less than the distance listed in the Guide, then a reimbursement for the mileage is limited to the actual mileage incurred.



Voucher Requirements:

- 1. The voucher must state that travel was by a personally owned or leased motor vehicle.*
- 2. Travel locations must be identified on the voucher and mileage must be itemized on a point-to-point basis.*

Coordination of travel must occur when two to four employees, employed by the same department, travel from the same headquarters to the same duty point at the same time.

When coordination of travel 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 of travel is not required if it is determined infeasible for business reasons.



Voucher Requirements:

When coordination of travel is determined to be infeasible, a copy of that determination must be attached to each person's voucher. The determination must specifically say that coordination of travel is infeasible and list the business reasons.

With the exception of tolls and parking expenses, reimbursement of mileage is inclusive of all expenses associated with the operation of a personally owned or leased vehicle.

An employee may be reimbursed mileage for travel between their home and the nearest airport. If travel occurs during work hours, reimbursement may not exceed the reimbursement that would be received had the employee traveled from headquarters to the airport. The scheduled departure and arrival times of the employee's flight determines whether the travel to the airport was during work hours.

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

Travel By Rented Or Public Conveyance

Commercial Air

The reimbursement for commercial air transportation may not exceed the cost of the lowest available airfare. First class airfare may be reimbursed if it was the only available airfare.



Voucher Requirements:

The voucher must state that first class airfare was the only available airfare

When an employee combines business and personal air travel, their reimbursement may not exceed the amount airfare would have been had they not included personal travel. So long as that limit is not exceeded, they may be reimbursed for all airfare. Federal taxes on airfare are reimbursable.

Rented Vehicle Required Use

When renting a car using state funds, you are required to use the rental companies under state contract with the General Services Commission. Currently, these companies are:

[Advantage Car Rental](#)

[Avis Car Rental](#)

[Enterprise Car Rental](#)

Special Use Rental Car Voucher

Making an Avis, Advantage, or Enterprise car rental reservations does not automatically secure central billing of the car rental expense. Car rental vouchers can be issued with specific rental companies under the following circumstances:

1. The driver is under 25 years of age.
2. The driver has no access to any form of credit card
3. The driver is an incoming university guest speaker/VIP/prospective employee
4. The department is renting a mini- or 15-passenger van to transport conference attendees.
5. The rental period will be 5 or more days in length.

Special Use Vouchers may be obtained from the University Travel Coordinator (extension 5382). The following information is required to complete the voucher:

1. Name of Traveler
2. Traveler's Department to be charged
3. Pick-up Point (destination)
4. Date and time of pick-up
5. Return Point (destination)
6. Date and time of return

Standard Car Types

In accordance with the rental car contracts, the following types of cars in the car classes are standard for the State of Texas contract. The contract vendors must include these types cars or similar models in the car classes. The traveler may pay a higher rate for a particular car if the vendor has classified the car type in a higher car class.

Economy	Chevy Cavalier; Mitsubishi Mirage; Geo Metro; Pontiac Sunfire; or similar model
Compact	Ford Escort; Dodge Neon; Mercury Tracer; or similar model
Intermediate	Pontiac Grand Am; Dodge Stratus; Ford Taurus; Chevrolet Malibu or similar model
Full-size (two-door)	Chevy Monte Carlo; Chevy Lumina; or similar model
Full-size (four-door)	Dodge Intrepid; Buick Century; Buick Regal; Chevy Impala; or similar model
Premium	Buick Le Sabre; Olds Intrigue; Chrysler Concorde, or similar model
Luxury	Lincoln Town Car; Cadillac DeVille; Buick Park Avenue; or similar model
Minivan	Dodge Caravan; Chevy Venture; Ford Winstar; or similar model
Pick-up	Dodge Ram; Ford F-150; or similar model
4-Wheel Drive Midsize	Chevy Blazer; Ford Explorer; Jeep Cherokee; or similar model
4-Wheel Drive Large	Chevy Suburban; Ford Expedition; Ford Excursion; or similar model
15-Passenger Van	Ford Econoline; Chevy Express; Dodge B-3500 Wagon; or similar model
Cargo Van	Ford F-150; Chevy G1500; Dodge B1500; or similar model

Rental Vehicles And Rental Insurance

Rental Vehicles

The State of Texas currently has agreements with Advantage Rent A Car, Enterprise Rent-A-Car, and AVIS Rent-A-Car. Free Loss/Damage Waiver (LDW) and free primary liability coverage are incorporated in the UTEP rates. If additional insurance is desired, it must be provided at the employee's expense.

COVERAGE AFFORDED BY U.T. SYSTEM AUTOMOBILE POLICIES

Liability:	\$100,000 bodily injury per person \$300,000 bodily injury per occurrence \$25,000 death and dismemberment
Comprehensive:	Up to \$30,000 for property damage for non-owned motor vehicles
Collision:	Up to \$30,000 for property damage for non-owned motor vehicles.

Business: All the above as excess to employee's personal policy which is the primary coverage.

Long Term Leased Vehicle: All the above as excess to the lease contract insurance requirements

Short Term Rental Vehicles: All the above as excess to coverage provided by rental agency. Avis and Advantage provide a base \$100,000/\$300,000/\$25,000 for liability and full coverage for collision and comprehensive. Collision coverage will be provided if CDW is not provided through the system-wide rent car contract.

NOTE: Personal automobile insurance policies will provide excess coverage to long-term leased vehicles and short-term rental vehicles in most cases. Individuals may wish to verify this fact with their personal insurance agent.

Collision and comprehensive protection up to \$30,000 per occurrence will be provided for rental vehicles that are secured through an agency that does not provide such coverage by contract with The University of Texas or the traveler has inadvertently not selected the insurance coverage offered by the rental car agency.

Taxes and Fees

If you pay for a car rental with any type of individual charge card, you must pay the taxes. (They will be reimbursed.) If a rental is direct-billed to a state agency, there should be no taxes charged- EXCEPT the "Prop., Title, Regis." charge. (The name may vary.) This tax was implemented under House Bill 2151, 74th Texas Legislature, and allows all rental car companies operating in Texas to charge a nominal fee to recoup the cost of registering and licensing their fleets. It is to be paid by individuals and state agencies. (Many other states have also implemented this type of charge, with different names.) Special events/stadium taxes fall under the same rulings as above.

Explanation of Taxes and Fees:

- *Airport Access Fees:* A fee that is charged to any customer that picks up a car at the airport location within their first 24 hours. Which is submitted directly to the airport authority and is payable by customer. This is paid for on all rentals.
- *CFC-Customer Facilitation Charge:* A fee imposed by the Airport for parking vehicles on-site at the airport. Which is submitted directly to the airport authority and is payable by customer. This is paid for on all rentals.
- *Motor Vehicle Tax:* A tax that is similar to a sales tax, but because rental car vendors provide a service and do not sell goods. This is not paid on Direct Bill rentals.

- *Sport Authority/Stadium Tax*: A tax that is set forth by some type of district, i.e., city county or school provide funding for a certain event or project. This is not paid on Direct Bill rentals.
- *Texas Property Tax & License Reimbursement Fee*: A surcharge that is passed on to the customer as reimbursement for license and title fees. This is paid for all rentals and will vary by city.

Refueling Provisions

Vehicles are provided to travelers with a full tank of gas. Fuel is not included in the rate. If a vehicle is returned with less than a full tank of gas, refueling fees will vary based on the vendor and location. Refueling fees are generally higher than "gas pump" prices and can be as much as 50% above local market price. **It is strongly recommended that a prepaid fuel option be chosen at the time of the rental or that the vehicle be returned with a full tank of gas.**

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

If two or more employees share a rented vehicle, only the employee who paid the cost of renting the vehicle may be reimbursed. The other employees may not be reimbursed for any costs associated with renting the vehicle.

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 state employee. A collision damage waiver or a loss damage waiver is reimbursable unless the waiver is included in the contracted rental rate.

Travel by mass transit, taxi, or limousine

Receipts are not required when traveling within a city by public transportation. However, if public transportation is used for travel between cities, receipts are required. The cost of limousine transportation may be reimbursed only if it is the lowest transportation available.

Travel by Private Aircraft

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 55 cents per highway mile for twin engine. An employee may be reimbursed for the cost of renting or chartering an aircraft if the Aircraft Pooling Board 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. This transportation provision should be included in the RTA VE5 document.

Use of Personal Car on Official University

Reimbursement will be limited to the University rate for mileage. A mileage log must be maintained as support for the reimbursement.

Air Travel Insurance

Reservations made through the travel agency currently servicing UTEP include automatic flight insurance in the amount of \$100,000 to the traveler at no additional cost to the University or individual. When your airline ticket is charged to the Bank of America (Travel) MasterCard (CBA, through the contract travel agency on either the corporate card or personal card) you are provided with \$200,000 travel insurance in addition to the insurance provided by the travel agency.

Travel Agency Contracts

In order to comply with State and UT System regulations regarding management of University travel resources, UTEP has contracted with Sun Travel, Inc. to provide travel services for University travelers. The University agreement with this agency includes guaranteed lowest airfare at time of booking.

The service fee to be assessed by Sun Travel will be \$13.85 for each airline ticket issued, refunded, or exchanged. This service fee applies to all travelers regardless of the purpose of the trip (business, combination of business and personal, or only personal). No service fees will be charged by Sun Travel for: (a) hotel and car reservations, even if unaccompanied by an airline ticket, (b) voided transactions (for voided transactions there will not be a charge for the issued ticket or the subsequent void), (c) cancellations (d) consolidator-fare tickets and (e) name changes for group athletic travel. Third party charges, such as those charges associated with express mailing and visa processing are the responsibility of the requesting employee or individual traveler.

Airline Tickets

All airline tickets for UTEP reimbursed travel, without regard to source of funds, are to be issued by the contract agency.

The agency's services to UTEP include:

- Daily delivery of airline tickets
- Emergency ticket delivery after normal business hours upon request
- Guaranteed lowest fares available
- Twenty-four (24) hour a day reservation services
- Pre-reserved seating and boarding passes on applicable carriers
- Booking for non-commissioned hotels
- Complete international travel planning, including visa applications and passport forms and securing foreign currency and/or foreign currency travelers checks
- Free flight insurance and also will sell default protection insurance at the current rate in effect
- Accept major credit cards for personal travel and the Bank of America Corporate Card or Central Billing Account for University travels.

The University contract travel agency need not be used when the traveler:

- Uses senior citizen coupon booklets, or

- Uses an airline ticket source required as part of an organized conference, meeting, workshop, course, or seminar. The reason(s) for not using a University contract travel agency must be indicated on the travel authorization VE5 document and travel reimbursement. VP5 document.

Charging Air Travel - Bank Of America Corporate Card (CBA) Central Billing Account

The Bank of America Central Billing Account (CBA) is a central billing account designed for the charging of business airfare only and only through the contracted travel agency. Use of the CBA eliminates the need to use a traveler's personal credit card or a travel advance to pay for airfare.

The following procedure must be followed every time the CBA is used:

- The department will contact the designated agencies to make airline reservations for the approved travel, advising the travel agency that a CBA will be used. The agency will accept your reservations and provide you pricing, but cannot ticket you until they receive a CBA authorization from the responsible departmental office.
- The airline tickets and, in some cases, boarding passes will be delivered by the designated agency per your instructions.
- When completing the Travel Reimbursement form, the cost of the airline ticket must be listed and stated as paid by a CBA; **the cost of the airline ticket should not be included for reimbursement to the traveler.**

Any questions regarding the use of the CBA or to request a CBA account are to be addressed to the Office of the Vice President for Finance and Administration.

NOTE: ALL AIR TRAVEL CHARGES MUST BE PAID WITHIN THIRTY (30) DAYS OR THE UNIVERSITY WILL BE SUBJECT TO INTEREST PENALTIES AS PRESCRIBED IN THE TEXAS PROMPT PAYMENT ACT.

Bank of America Corporate Cards

These cards are available to UTEP employees who travel on official University business at least five (5) trips per year or spend at least \$1,500 per fiscal year on official University business. The Card is available at no charge (the annual fee is waived), but is to be used for official business expenditures only. With the Card, we hope to eliminate the need for most travel advances. To obtain an application, please contact the Office of the Vice President for Finance and Administration.

Expenditure limits will be established in accordance with travel requirements and/or expectations. By accepting a charge card, the employee accepts the responsibility for paying all charges timely and agrees that the charge card is intended for University business use only. **The card is issued in the employee's name and the employee is the sole guarantor of payment. The University is not liable for any charges on these cards.**

The corporate travel charge card issued to an employee of the University of Texas at El Paso by the State of Texas remains the property of the State of Texas and should be used only for official University business travel charges. Use of the corporate travel charge card by an employee for personal business is considered a violation of the State's contract with Bank of America, Ethics

Commission Advisory Opinion No. 147, and the University Travel Card policy and will be subject to disciplinary action. The University of Texas at El Paso receives monthly reports of charges made on all charge cards and the status of payments. Charges and payments are reviewed for compliance with guidelines stipulated on the Card Use Agreement signed by the employee at the time of application. If an account ages to sixty (60) days past due for the second consecutive month, the charge card vendor (Bank of America) will impose a 1.5% delinquency assessment on all thirty (30) days plus money. If an account ages to ninety- (90) days past due, the 1.5% delinquency assessment will be imposed and the account will be closed.

It is the responsibility of the University's Vice President for Finance and Administration and the University's Travel Coordinator to monitor charges and payment status on all individual corporate charge cards issued to its employees and to ensure compliance with the regulations and penalties stipulated on the Card Use Agreement.

Contracted Airfares

Each year, the General Services Commission contracts with multiple airlines to provide [state contracted airfares](#). In addition to providing lower overall fares for state business travelers, these special fares, with some exceptions, offer the following advantages:

- No advance purchase necessary,
- No minimum/maximum length of stay required,
- Last seat availability, and
- No fee or penalty for changing or canceling the reservation.

Mandatory Use

Travelers are required to use the state contracted airfares when state funds are used. First class airfare may be reimbursed if it was the only available airfare.

Making Reservations

Reservations and tickets are available only through UTEP's contracted travel agency. After identifying yourself as a UTEP employee, be sure to tell the travel agent you are interested in obtaining a State of Texas contracted airfare. Do not ask for the "government fare" since the travel agencies may also have contracts with other governmental entities.

If you change a previously made state contract reservation at the airport, you may be asked to present identification as validation of your entitlement to the contract fares. You must present one of these forms of identification to the contracted airlines:

- UTEP ID card
- Payroll slip
- Letter on UTEP letterhead signed by an executive officer, identifying the bearer as traveling on state business and authorized to use state contracted airfares

Non-business Travel

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

Non-state Employees

State contracted airfares are not available to independent contractors/consultants working for the state, even if UTEP reimburses their travel.

Group Travel

State contracted airfares are not for group travel. When securing tickets for ten or more persons, contact the travel agency and inquire about group rates that Sun Travel can negotiate.

Airfares Centrally Billed

Only airfares obtained through UTEP's travel agencies are centrally billed, thus not requiring an outlay of an employee's funds. Airfare paid for by the employee may not be reimbursed until after the trip is taken.

Service Fees - *State Contract Fares*

The General Services Commission on an annual basis negotiates state contract fares with airline carriers. State employees are required to use contracted airfares unless specific exceptions apply. Tickets issued using these fares are changeable and refundable.

1. Service fee applies to issue initial ticket or electronic ticket (ticketless travel).
2. Service fee applies if a reservation is changed in the following way(s): a) departure or arrival city changes b) airline on reservation changes
3. No service fee applies if a reservation is changed in the following way(s): a) departure/return date changes b) time of departure/return changes
4. No service fee applies when making a car or hotel reservation without air reservations
5. Service fee applies to refund.

Matched Fares

Matched fares (fares comparable to State Contracted Fares) are available in select markets via select carriers. Space is capacity controlled, ticketing restrictions apply, and fares are subject to change unless reservations are ticketed.

1. Service fee applies to issue initial ticket or electronic ticket (ticketless travel).
2. Service fee to exchange a ticket is determined by the date the change of the reservation is made and travel date.
3. Service fee applies to refund a ticket/reservation.

Nonrefundable Tickets

Nonrefundable tickets are offered by individual airlines on a capacity controlled basis, seating is limited. Per airline rules, once a reservation is ticketed, it cannot be refunded. The ticket may be used for future travel.

- Service fee applies to issue initial ticket or electronic ticket (ticketless travel).
- Additional service fees apply to change and/or exchange a ticket. These are individual airline and agency-incurred fees. When booking nonrefundable reservations, the traveler/arranger should ask to have rules/regulations explained prior to agreeing to or requesting that a ticket be issued.

Internet Bookings

If an Internet fare is secured, it is important to note that most are nonrefundable, cannot be changed once booked, and the routing may change from the time of initial inquiry to final purchase. In addition, customer support services may not be available and travel agencies cannot intercede on behalf of the traveler. While Internet bookings can result in savings, it is important to be aware of restrictions and to be able to comply with them. It is important to note that if a reservation is not made through a designated travel agency, any restrictions or penalties become the responsibility of the traveler

RECEIPTS

A. What receipts are required?

The following **original** receipts are required with travel vouchers:

Airline receipts
Rental Car receipts
Gasoline receipts
Bus, Taxi, Train receipts (for travel between cities)
Lodging receipts
Meals receipts (when rules allow exceptions to limits)
Registration receipts (if paid by the traveler).
Miscellaneous expenses.

B. How to assemble receipts with the vouchers?

1. Receipts (with information on 1 side) should be taped to an 8.5 x 11 inch sheet of paper. Clear tape should be used. Do not cover relevant information with other receipts.
2. Receipts with information on 2 sides should not be taped. Also, receipts larger than 8.5 x 11 inches do not need to be taped.
3. Foreign receipts should note the exchange rates being used.
4. Receipts should be attached to a VP5 or VP2 voucher cover sheet, and together sent to Accounts Payable for processing. Please use as few staples as possible.

Common VP5 Errors

1. Incorrect Location (L) Codes in sections 1 and 3.
2. Not separating taxes from lodging.
3. Including the state sales tax with Texas hotel expenses.
4. Exceeding daily meal and/or lodging limits.
5. Combining State and Local funds on the same voucher.
6. Putting expenses in the wrong section (e.g.: Putting taxis in the “Other Travel” section rather than correctly in “Transportation” section).
7. Reporting of Tips – Not separating tips from meals and taxis and exceeding 15% limit on tips with local funds.
8. Claiming expenses that are not allowed (e.g.: Laundry, personal calls, in-room movies, etc.) and expenses for other people.
9. Omitting traveler’s certification signature on the coversheet and omitting exchange rates when necessary.
10. Incorrect or missing VID numbers.
11. Dean or Chair approval for Principal Investigator travel.

OTHER EXPENSES

A. Reimbursable Expenses

The following expenses are reimbursable if they are incurred for an official state business reason. This is only a partial list.

Admittance fees
Airport boarding passes
Books purchased for a seminar
Copying charges
Departure taxes
Facsimile charges
Foreign currency exchange charges
Freight charges for state equipment
Gasoline charges
Hotel occupancy taxes
Inoculations
Mandatory lodging charges
Mandatory service charges
Notary fees
Parking
Passport or visa charges
Postage
Repair charges for state owned vehicles
Sales and use taxes if an exemption is not provided by law
Business telephone calls
The cost of money orders
Toll charges
Traveler’s check charges if the purchase is required



Voucher Requirements.

- 1. Receipts are required, and expenses must be itemized.*
- 2. For telephone calls, the voucher must state that all the calls are business related.*

B. Non-Reimbursable Expenses

The following partial list of expenses is not reimbursable:

- Alcoholic beverages
- Any expense not related to official state business
- Dry cleaning or laundry
- Excess baggage charges for personal belongings
- Expenses related to the operation of a personally owned vehicle
- Kennel expenses for a pet
- Locker rental for baggage storage
- Rental of videotapes for personal entertainment
- Sales and use taxes if the law provides an exemption
- Tips or gratuities (State Accounts Only 14-)

TRAVEL DEFINITIONS

Average Coach Airfare

The average of unrestricted "Y" class fares offered by commercial airlines as quoted in the Sabre reservation system or PARS reservation system.

Cancellation Charge

A fee, charge, or payment that a private entity assesses or retains because of the cancellation or change of a travel reservation or other travel plan.

Commercial Lodging Establishment

A motel, hotel, inn, apartment, house, or similar entity that furnishes lodging to the public for pay.

Commercial Transportation Company

An entity that offers transportation of people or goods to the public for pay.

Continental United States

The District of Columbia and all states of the United States other than Alaska and Hawaii.

Designated Headquarters

The area within the incorporated city limits in which the employee's place of employment is located. If the place of employment is located in an unincorporated area, then the designated headquarters is the area within a five-mile radius of the place of employment.

Disability

A physical or mental impairment of a person that substantially limits one or more of the person's major life activities.

Duty Point

The destination other than a place of employment to which an employee travels to conduct state business.

Gratuity

Something given voluntarily or beyond obligation, usually in response to or in anticipation of a service.

Incidental Expense

Necessary and reasonable expenses incurred while traveling on state business. Does not include expenses for meals, lodging, or transportation; personal expenses; and, tips and gratuities.

Lodging Expense

A charge imposed by a provider of lodging as consideration for providing the lodging.

Lowest Available Airfare

The lowest available airfare as quoted by Sabre reservation system or PARS reservation system.

Non-working Hours

All hours in a calendar day except working hours.

Place of Employment

The office or location at which an employee routinely conducts state business.

Prospective State Employee

A person who is being considered for employment with a state agency.

Rented or Public Conveyance

A motor vehicle, train, or aircraft that an employee rents or pays a fee to use on a short-term basis.

Tip

See gratuity.

Travel Expense

Transportation, meal, lodging, or incidental expense.

Work Day

A day on which an employee is regularly required to conduct state business.

Working Hours

The hours during which an employee is regularly scheduled to conduct state business.