

# TRAVEL GUIDELINES

FY 2019

Texas A&M University-Texarkana

10-01-2018

# TRAVEL REQUEST

- The Request must be completed and approved no later than two weeks prior to the first day of travel.
- On the rare occasion where completing the Travel Request prior to travel is not possible, a memo from the supervisor must be attached stating that the traveler had prior permission to travel.

# TRAVEL REQUEST

- The approved Travel Request determines the amount of money that is loaded on to the university travel cards.
- Travel Request must be approved prior to booking any travel arrangements.
- A request must also be completed even if no expenses are going to be claimed or if it is a day trip with \$0.00 expenses.

# TRAVEL PER DIEMS

- Travel per diems can be found on the GSA website. (<http://www.gsa.gov/portal/content/104877>)
- If the destination is not listed on the site then you are held to the rates listed below.
- For areas not listed (city or county), the rates are:
- Lodging In-State: up to \$94
- Lodging Out-of-State: up to \$94
- Meals In-State/Out-of-State: up to \$55
- **IF TRAVELING ON STATE FUNDS CONTACT THE TRAVEL OFFICE!**

# TRAVEL PER DIEMS

## Fiscal 2019 Travel Reimbursement Rates

### Employees

<b>In-State or Out-of-State Meals and Lodging</b>	<p>Refer to the GSA's federal <a href="#"><u>Domestic Maximum Per Diem Rates</u></a>, effective Oct. 1, 2018.</p> <p>If the city is not listed, but the county is listed, use the daily rate of the county.</p> <p>For locations not listed (city or county), the daily rates are:</p> <ul style="list-style-type: none"><li>• Lodging In-State/Out-of-State: up to \$93 (Sept. 1 – 30, 2018)</li><li>• Lodging In-State/Out-of-State: up to \$94 (Oct. 1, 2018 – Aug. 31, 2019)</li><li>• Meals In-State/Out-of-State: up to \$51 (Sept. 1 – 30, 2018)</li><li>• Meals In-State/Out-of-State: up to \$55 (Oct. 1, 2018 – Aug. 31, 2019)</li></ul>
<b>In-State or Out-of-State Non-Overnight Meals</b>	Not to exceed \$36 daily
<b>Automobile Mileage</b>	54.5 cents per mile (Jan. 1 – Dec. 31, 2018)
<b>Aircraft Mileage</b>	\$1.21 per mile (Jan. 1 – Dec. 31, 2018)

# MEALS

## Meal reimbursements

A *state employee* may only be reimbursed for his or her actual meal expense not to exceed the maximum meal reimbursement rate for that location. The state *travel expense* reimbursement rate is not a per diem. The maximum should not be claimed unless the actual expenditures equal or exceed the maximum allowable rate.

Agencies must use the federal rates provided by the General Services Administration ([GSA](#)) for both in-state and out-of-state travel within the contiguous United States. State employees who travel to Alaska, Hawaii, a U.S. possession or a foreign country must be reimbursed according to the guidelines in the GAA. See [Travel Reimbursement Rates](#).

# LODGING

- Any lodging expense claimed above the standard or per diem rate, if applicable, will NOT be reimbursed unless you fall under one of the following exceptions. **IF USING STATE FUNDS CONTACT THE TRAVEL OFFICE.**

**Exception 1:** If you are attending a conference and you are staying at the conference hotel at the conference rate, you are allowed additional reimbursement for your lodging if you meet all of the following conditions:

# LODGING

## CONDITIONS:

- The lodging rate exceeds the GSA per diem rate for your destination.
- Your accommodation is one of the hotel's standard rooms, and
- You must attach documentation provided by the conference stating the conference hotel and room rate allowed for your stay.



# LODGING

LOGIN / CREATE ACCOUNT

SEARCH



MEMBER SERVICES

ABOUT US

RESOURCES

EVENTS & PROGRAMS

COMMUNITY

## Assessment Institute

Schedule

Registration Information

Hotel Information

Travel Information

Past Institutes

[Home](#) » [Events & Programs](#) » [Events](#) » [Assessment Institute](#) » [Hotel Information](#)

## Hotel Information

### Doubletree Orlando Sea World

10100 International Drive | Orlando, FL 32821

**\$149\* (Single/Double)**

**Register online here**

**To Register by Phone, dial: 800-560-7753  
use code NAC**

Hotel check-in is after 4:00 p.m.; check-out is before Noon

**Reservation Note: Our block and the hotel is currently full on Feb. 7th, there are no longer rooms available on this date.**

The hotel is also filling quickly on the dates of Feb. 8-10, please get your reservation in quickly to ensure the discounted rate.

Due to a large convention in Orlando, we are having troubles locating a block of rooms for overflow on the 7th. However you may be able to locate a single room with some of the hotels in the area. The following are hotels within walking distance to the host hotel. The hotel also sits on the I-Ride Trolley Stop #29, many other hotels also have stops on the trolley line.

## More Information

- [Institute Faculty](#)
- [Your Experience Level](#)
- [The Assessment Cycle](#)
- [FAQ's](#)
- [Assessment Glossary](#)
- [Registration Policies](#)

## February Events

- [Administrators' Institute](#)
- [Completion Seminar](#)
- [Assessment Institute](#)

\*Rates will be available through **January 15, 2015** or **until the NACADA room block fills** (whichever comes first). Rates listed are for Single or Double Occupancy, triple occupancy is \$159 and quadruple occupancy is \$169

# LODGING

## **Exception 2:**

### **Reducing meals to increase lodging.**

A state employee may claim less than the maximum meal reimbursement rate for a duty point and use the amount of the reduction to increase the maximum lodging reimbursement rate for the duty point. This is allowable for in-state and out-of-state travel.

# LODGING

- **LEASE OF AN APARTMENT OR HOUSE**

- An apartment or house rental expense may be reimbursed if:
  - The purpose of the rental is the conservation of state funds, and
  - The agency reasonably anticipates that the employee will be using the apartment or house while conducting state business throughout the term of the lease.
- Application fees and other mandatory costs associated with applying for rental of the apartment or house are reimbursable.
- Texas Government Code Section 660.117: Texas Administrative Code Title 34, Part 1, Chapter 5, Subchapter C, Section 5.22(e)

# AIRFARE

- After Travel Request is approved, airfare booked via Concur must be charged to a state travel credit card.
- Once the airfare is booked thru Concur it has to be approved by the Travel Specialist before it can be finalized and you receive an official itinerary.
- **IF USING STATE FUNDS CONTACT THE TRAVEL OFFICE.**

# CONCUR NOTIFICATIONS-AIRFARE

**Marcie Whisenhunt**

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**From:** Concur Travel <TravelWizardApprovals@concursolutions.com>  
**Sent:** Tuesday, March 21, 2017 3:41 PM  
**To:** Marcie Whisenhunt; Marcie Whisenhunt  
**Subject:** Travel approval required for traveler : [REDACTED]

**Importance:** High

**Traveler:** [REDACTED]  
**Description:**TRIP FROM TEXARKANA TO SAN DIEGO

**Note: This trip requires action on your part (approval or rejection) before it is finalized or ticketed.**

This trip must be approved by: 03/21/2017 10:55 PM Eastern time (03/21/2017 9:55 PM Central time). Please login to Concur Travel and Expense or follow the instructions below to approve or reject this trip.

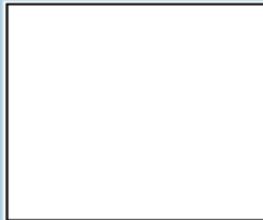
To approve or reject this trip via e-mail use the reply function in your email program to send it back for approval or rejection (email address is TravelWizardApprovals@concursolutions.com).

To approve the trip, put an [A] in the brackets where indicated below or reply with the word 'Approve' as the first word of your reply.

To reject the trip, put an [R] in the brackets where indicated below or reply with the word 'Reject' as the first word of your reply.

Approve Trip [ ] ( Enter A to Approve )  
Reject Trip [ ] ( Enter R to Reject )

# CONCUR NOTIFICATIONS-UNASSIGNED CHARGES



You have company card charges that have not been assigned to an expense report. Please logon to Concur Expense as soon as possible and assign these transactions to an expense report. The expense report does not necessarily have to be submitted, but the transactions must be assigned to show that they are a valid business expense. It is very important to review and assign transactions preferably within 30 days, but no longer than 60 days. The purpose for this is to verify that the transaction is a valid business expense transaction and not a fraudulent transaction. The bank only allows 60 days to dispute fraudulent transactions from the posting date. If we do not dispute by that date then we have no recourse and the department will be responsible for those charges.

## Company Card Transactions

<u>Date</u>	<u>Vendor</u>	<u>Transaction Amount</u>	<u>Posted Amount</u>
2/23/2017	AMERICAN 00179165571211	499.10 USD	499.10 USD
2/23/2017	AGENT FEE 89006914157420	2.00 USD	2.00 USD

<https://sso.tamus.edu/>

# CONCUR NOTIFICATIONS-REJECTED REQUEST/REPORT



**Your expense report listed below has changed status.**

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Changed By	MARCIE L WHISENHUNT
Report Name	Anaheim, CA AACN Conference
Report id	9F36304A41E248609070
Report Date	11/21/2016
Submit Date	12/05/2016
Trip Start Date	
Trip End Date	
System Member	TAMU - Texarkana
Amount Approved	1,598.08 USD
Approval Status Set To	Sent Back to Employee
Payment Status Set To	Not Paid
Approver's Comments	
<i>Need to make corrections. Meeting with </i>	



**Link To Expense**

<https://sso.tamus.edu/>

# CONSERVATION OF FUNDS

Texas Government Code Section 660.007 requires Conservation of State Funds by mandating that state travel be by the most cost-effective method, considering all relevant circumstances.



# MILEAGE/RENTAL VEHICLES

- Current mileage reimbursement rate is 54.5 cents per mile.
- The university selected GoogleMaps as its mileage guide for employees to use to determine the mileage reimbursement if not using odometer readings.
- If you choose to use odometer readings you **MUST** complete a mileage log documenting miles from point A to B, B to C, C to D, etc. The mileage log can be found on the travel website.  
<http://www.tamut.edu/travel/index.html>
- **IF USING STATE FUNDS CONTACT THE TRAVEL OFFICE.**

# MILEAGE/RENTAL VEHICLES

- When two or more employees are traveling with the same itinerary on the same dates, they are required to coordinate their travel and ride together.
- Mileage can only be claimed for one car for every four people, unless sufficient documentation is provided to justify payment for more than one vehicle.

# MILEAGE/RENTAL VEHICLES

- Enterprise, National and Avis are our current contracted rental companies. When all possible these companies need to be first priority.
- Rentals CAN be booked via Concur.
- Enterprise—UTS764
- National—UTS764
- AVIS—F999764

# MILEAGE/RENTAL VEHICLES

- Travelers should purchase under contract whenever possible. Contract rates are usually much less than market rates and the contract rates include the required coverage. Contract rental cars include CDW/LDW and liability insurances, so no additional coverage is necessary when picking up the car. So please refuse any additional coverage offered.
- If using state funds, it is required that the purchase of the rental car be made using the [STMP – Car Rental Contract](#)
- State agencies are exempt from the Motor Vehicle Rental Tax. When renting a car in Texas, present the [Motor Vehicle Rental Exemption Certificate](#) to the vendor when picking up the car.

# IRS ACCOUNTABILITY PLAN

The IRS has issued publication 463; Travel, Entertainment, Gift, and Car Expenses. This document requires accountable plans, such as TAMUT's to have employees account for their expenses in a reasonable period of time.

## **Submission of expense report within 90 days of travel end date:**

- Best practice is to submit within 30 days
- Applies to out of pocket and travel card transactions
- If not submitted within 90 days of travel end date:
  - ❖ Travel card immediately suspended until expense report is submitted and approved.
  - ❖ Expenses become tax reportable income to the employee and a tax withholding form must be attached to the expense report.

# IRS ACCOUNTABILITY PLAN

## **Unassigned travel card transactions assigned to an expense report within 90 days of post date:**

- Documents travel end date, which allows for aging/tracking of expenses
- Best practice is to assign transactions within 30 days
- After 60 days lose dispute rights with the bank
- If not assigned within 90 days of post date:
  - ❖ Travel card immediately suspended until transactions are assigned to an expense report and the travel end date can be evaluated.
  - ❖ If the travel end date is less than 90 days, the card suspension will be removed.
  - ❖ If travel end date is older than 90 days, the expenses become tax reportable income to the employee and card will remain suspended until expense report is submitted and approved.

# MEALS/GENERAL INFORMATION

- Meals are not reimbursable within designated headquarters. *Designated Headquarters--The area within the boundaries of the city in which a state employee's place of employment is located.*
- **NON-OVERNIGHT meals are NOT allowed.**
- A state agency may not reimburse a state employee for the purchase of an alcoholic beverage unless the employee is a peace officer who purchased the beverage as evidence for an administrative or criminal case. Texas Government Code Section 660.113

# TIPS AND GRATUITIES

Reimbursement for tips or gratuities of any amount or any kind from state funds (accounts beginning with a 1) are not allowed unless the gratuity is a mandatory charge.

**Reasonable** (15% up to 20%) tips and gratuities are reimbursable from institutional funds (accounts beginning with a 2 or 3). Also, restricted and grant accounts beginning with a 4.



# RECEIPT REQUIREMENTS

- All expense items over \$75.00 will require a receipt regardless of expense type.
- **All receipts are still required when traveling on grant funds.**
- Receipts must show proof of travel and proof of payment as well as include the travelers name when applicable.
- Lodging receipt must be original and complete.
- The name and address of the lodging establishment, the name of the employee, the room rate, and daily itemization of the lodging charges must be included on the receipt.
- If lodging is in the State of Texas then we are exempt from the state occupancy tax. Tax exemption form can be found on the travel website.
- The receipt should reflect a final balance of \$0.00.

# RECEIPT REQUIREMENTS

EXPENSE TYPE	RECEIPTS REQUIRED?		*Comment Required
	Yes	No	
Phone		X	X
Business Meals	X		
Meals		X	
Hotel	X		
Hotel Tax	X		
Rent-Apartment/House	X		
Conference Registration	X		
Incidentals		X	X
Internet		X	
Travel Agent Fees		X	
Supplies	X		
Airfare	X		
Airfare Ticket Tax	X		
Airline Fees	X		
Boat	X		
Bus/Shuttle	X		
Car Rental	X		
Gasoline		X	
Limousine		X	X
Mileage Single Engine Aircraft		X	
Mileage Turbo Aircraft		X	
Mileage Twin Engine Aircraft		X	
Personal Car Mileage		X	
Subway		X	X
Taxi		X	X
Train	X		
Parking		X	X
Tolls		X	X

\*Description required in Comments field. Example "parking at airport 3 days X \$10/day" or "Taxi from airport to hotel"

# GENERAL INFORMATION

- The University/Agency Travel card is available for any full time employee traveling at least 3 times a year. For non-frequent travelers, a DART card is available.
- To receive a card, an application must be completed and returned to the Travel Specialist. The application can be found on the [Travel Website](#) .

# GENERAL INFORMATION

## **CANCELLATION CHARGES**

- In general, the state may pay or reimburse a state employee for a cancellation charge if the charge is incurred:
  - for reason related to official state business; or
  - natural disaster or other natural occurrence; or
  - employee illness or personal emergency.
- Cancellation charges are not reimbursable if the employee should have, but failed to, cancel a travel reservation in time to avoid the charge.

# HELPFUL INFORMATION

Marcie Whisenhunt

[mwhisenhunt@tamut.edu](mailto:mwhisenhunt@tamut.edu)

903-223-3112 Work

903-490-3822 Cell

Single Sign On- <https://sso.tamus.edu/Logon.aspx?ReturnUrl=%2f>

Travel Website- <http://tamut.edu/travel/index.html>

Training Videos- <http://it.tamus.edu/concur/training/>

TexTravel-- <https://fmx.cpa.state.tx.us/fmx/travel/texttravel/index.php>

## TRAVEL GUIDELINES ACKNOWLEDGEMENT FORM

I, \_\_\_\_\_, (employee's full name)  
(please print)

hereby confirm that I have reviewed the Travel Guidelines and understand that I will be accountable for all transactions on the university travel card.

\_\_\_\_\_  
Employee (signature)

\_\_\_\_\_  
Date

Employee ID No. \_\_\_\_\_