

TRAVEL EXPENSE CHECKLIST-STATE FUNDS

	In State	Out of State
General Info	<ul style="list-style-type: none"> -Travel Website http://finance.tamu.edu/fmo/travel/ -Travel Allowance Guide https://fmx.cpa.state.tx.us/fm/pubs/travallow/index.php -Must use the State Travel Management Program (STMP) unless there is a valid exception (*see below for valid exceptions) -Can not reimburse an employee for another employees travel expenses -Can not reimburse for meal expense on non-overnight travel 	<ul style="list-style-type: none"> -Travel to Mexico and Canada is considered out of state travel and not foreign. -Must use the State Travel Management Program (STMP) unless there is a valid exception (*see below for valid exceptions) -Can not reimburse an employee for another employees travel expenses -Can not reimburse for meal expense on non-overnight travel
Airfare	<p>Must use STMP contract airfare(1) unless a valid exception* is documented</p> <p>Required Receipt must contain:</p> <ul style="list-style-type: none"> -Name of Passenger -Airline Ticket Number -Class of Flight-if business class must be approved by the Dean or appropriate Vice Pres -Itinerary-dates and all flight segments -Method of Payment -Amount 	<p>Should be Purchased with CBA</p> <p>Must use STMP contract airfare(1) unless a valid exception* is documented</p> <p>Required Receipt must contain:</p> <ul style="list-style-type: none"> -Name of Passenger -Airline Ticket Number -Class of Flight-if business class must be approved by the Dean or appropriate Vice Pres -Itinerary-dates and all flight segments -Method of Payment -Amount
Taxis, Shuttles, Buses and Trains (Between City Transportation)	<p>Required Receipt must contain:</p> <ul style="list-style-type: none"> -Itinerary -Class-first class must be approved in the same manner as airfare -Amount of Fare 	<p>Required Receipt must contain:</p> <ul style="list-style-type: none"> -Itinerary -Class-first class must be approved in the same manner as airfare -Amount of Fare
Taxis, Shuttles, Buses and Trains (In City Transportation)	<p>No Receipt Required must provide:</p> <ul style="list-style-type: none"> -Origin and destination -Date -Amount (tips are not to be included, considered incidentals) 	<p>No Receipt Required must provide:</p> <ul style="list-style-type: none"> -Origin and destination -Date -Amount (tips are not to be included, considered incidentals)
Rental Cars	<p>Must use STMP contract rental car vendors(2) unless a valid exception* is documented</p> <p>Required Receipt must contain:</p> <ul style="list-style-type: none"> -Name of renter -Dates of rental -Itemization of all charges -Method of payment -LDW/CDW is the only reimbursable insurance 	<p>Must use STMP contract rental car vendors(2) unless a valid exception* is documented</p> <p>Required Receipt must contain:</p> <ul style="list-style-type: none"> -Name of renter -Dates of rental -Itemization of all charges -Method of payment -LDW/CDW is the only reimbursable insurance
Travel Agent/Booking Fee	<p>Required Receipt must show proof of payment:</p> <ul style="list-style-type: none"> -Booking Agent Receipt -Credit Card Statement 	<p>Required Receipt must show proof of payment:</p> <ul style="list-style-type: none"> -Booking Agent Receipt -Credit Card Statement
Mileage (up to the Federal Mileage Rate)	<p>Documentation of mileage must be from:</p> <ul style="list-style-type: none"> -Texas Mileage Guide (see Travel Website) -Odometer readings with a point to point breakdown <p>Mileage can only be claimed for one car out of every 4 employees that have the same itinerary Gas can not be claimed if mileage is claimed</p>	<p>Same as in state except that a cost comparison must be done</p> <ul style="list-style-type: none"> -mileage will only be paid up to the lowest available cost of airfare plus any rental car or in state mileage to get to the airport.

Meals (Do not allow Per Diem)	No Receipt Required must provide: -Day by Day breakdown for the actual cost of meals -Actual cost of meals up to \$36 per day	No Receipt Required must provide: -Day by Day breakdown for the actual cost of meals -Actual cost of meals up to the GSA rate see the following URL for rates https://fmx.cpa.state.tx.us/fm/travel/out_of_state/index.php If one meal is >or = to \$75 then receipt is required due to IRS requirements
Lodging	Lodging up to \$85 per day (3) Required Receipt must contain: -Name of guest -Itemization of all expenses charged (day by day) -Payment or method of payment Will not pay for in Texas Hotel Occupancy Tax If the traveler has a guest(s) they need to document if this other person(s) was a state employee or a personal relation and state the amount of the single room rate	Up to the GSA rate allowed for the particular destination, see following URL https://fmx.cpa.state.tx.us/fm/travel/out_of_state/index.php Required Receipt must contain: -Name of guest -Itemization of all expenses charged (day by day) -Payment or method of payment If the traveler has a guest(s) they need to document if this other person(s) was a state employee or a personal relation and state the amount of the single room rate
Parking	No Receipt Required must provide: -Date -Location -Amount for each parking expense incurred	No Receipt Required must provide: -Date -Location -Amount for each parking expense incurred
Incidentals	No Receipt Required -Tolls provide location, amount and date -Phone or Internet business charges -Any other travel expenses not listed -Tips not allowed on State Funds	No Receipt Required -Tolls provide location, amount and date -Phone or Internet business charges -Any other travel expenses not listed -Tips not allowed on State Funds
Registration	Required Receipt must document: -name of the person -full name of conference (no abbreviations) -dates of conference	Required Receipt must document: -name of the person -full name of conference (no abbreviations) -dates of conference

*Valid Exceptions for the purchase of travel services not on the State Travel Management Program contract.

If the cost is less than the contract price the exception does not have to be documented.

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| 1. Unavailability of Contract Services | 5. In Travel Status |
| 2. Efficient use of services. | 6. Group Program |
| 3. Special Needs, Health, Safety, Physical Disability | 7. Emergency Response |
| 4. Custodian of Persons
T.A.C Rule 125.3 | 8. Legally Required Attendance |

(1) For more information on State Contract Airfare see the following URL

<http://www.tbpc.state.tx.us/travel/apr06mar07.html>

(2) Contracted Rental Car Agencies are as follows:

Avis F999711
Advantage 711TXC
Enterprise TX711

Must use the above contract numbers when booking the rental car

(3) See the following website for contract hotel vendors

http://hotel.tbpc.state.tx.us/hotel_directory/map.cfm?fiscal_year=curr