TRAVEL GUIDELINES

FY 2015
Texas A&M University-Texarkana
TRAVEL REQUEST

• Travel 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 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 complete 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 $85
  • Lodging Out-of-State: up to $83
  • Meals In-State/Out-of-State: up to $46
# TRAVEL PER DIEMS

## Fiscal 2015

### Employees

<table>
<thead>
<tr>
<th>In-State or Out-of-State Meals and Lodging</th>
<th>Refer to the GSA's federal <a href="https://www.gsa.gov/portal/content/gsacommons/gov/dpm/dpm%E8%8D%AF%E4%B8%9Auntary/charge/maximum-allowable-per-diem-rates">Domestic Maximum Per Diem Rates</a>, effective Oct. 1, 2014.</th>
</tr>
</thead>
<tbody>
<tr>
<td>If the city is not listed, but the county is listed, use the rate of the county.</td>
<td></td>
</tr>
<tr>
<td>For areas not listed (city or county), the rates are:</td>
<td></td>
</tr>
<tr>
<td>• Lodging In-State: up to $85</td>
<td></td>
</tr>
<tr>
<td>• Lodging Out-of-State: up to $83</td>
<td></td>
</tr>
<tr>
<td>• Meals In-State/Out-of-State: up to $46</td>
<td></td>
</tr>
<tr>
<td>In-State or Out-of-State Non-Overnight Meals</td>
<td>Not to exceed $36</td>
</tr>
</tbody>
</table>
| **Automobile Mileage** | 56 cents per mile (Sept. 1 – Dec. 31, 2014)  
57.5 cents per mile (Jan. 1 – Aug. 31, 2015) |
| **Aircraft Mileage** | 1.31 per mile (Sept. 1 – Dec. 31, 2014)  
1.29 per mile (Jan. 1 – Aug. 31, 2015) |
AIRFARE

• When all possible airfare should be booked via Concur.

• 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.
MILEAGE/RENTAL VEHICLES

• Current mileage reimbursement rate is 57.5 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
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 and Avis are our current contracted rental companies. When all possible these companies need to be first priority.
- Rentals CAN be booked via Concur.
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.

**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.
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.

* 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 $150 and quadruple occupancy is $169.
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.
• 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)
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.
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.

400 Mile Rule – Travel to any destination with 400 miles, point-to-point, one way, of the campus is limited to automobile travel only. Other methods, such as air transportation, is permitted if it can be clearly and objectively demonstrated by the traveler that this mode of travel is the most cost-effective method.
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

<table>
<thead>
<tr>
<th>EXPENSE TYPE</th>
<th>RECEIPTS REQUIRED?</th>
<th>*Comment Required</th>
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<tbody>
<tr>
<td>Phone</td>
<td>Yes</td>
<td>X</td>
</tr>
<tr>
<td>Business Meals</td>
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</tr>
<tr>
<td>Meals</td>
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</tr>
<tr>
<td>Rent-Apartment/House</td>
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<td>Bus/Shuttle</td>
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<td>Gasoline</td>
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<td>Limousine</td>
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<tr>
<td>Mileage Single Engine Aircraft</td>
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<td>Personal Car Mileage</td>
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<tr>
<td>Tolls</td>
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</tr>
</tbody>
</table>

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

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. This means that all business related expenses are to be submitted to the Travel Specialist no later than sixty (60) days from the date they were incurred. Failure to follow these terms could jeopardize TAMUT’s accountable reimbursement plan and possibly require the employees’ reimbursements to become taxable income; therefore, request that exceed sixty (60) days from the date they are incurred will not be reimbursed. This is for out-of-pocket expenses only!
ACCOUNTABLE PLAN FOR BUSINESS TRAVEL

CITI CARD TRANSACTIONS

When the CITI agency liability card is used for travel, all credit card transactions are to be reconciled within **30 days from the last day of travel**. If not reconciled a receivable will be set up and your travel card will be suspended.
GENERAL INFORMATION

• An agency liability card is available for any full time employee. To receive a card an application must be completed and returned to the Travel Specialist. The application can be found on the travel website.

• University vehicles may also be utilized and can be reserved through the Receiving office via email. Margie.wilburn@tamut.edu
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.
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.

• Alcoholic beverages

• 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
HELPFUL INFORMATION

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