

TRAVEL GUIDELINES

FY 2022

Texas A&M University-Texarkana

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 Travel Request must be routed and approved before completing the Expense Report.

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](#).
- 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 \$96
- Lodging Out-of-State: up to \$96
- Meals In-State/Out-of-State: up to \$59
- Grant/Contract travel follow these guidelines unless grant/contract states otherwise. (verify with Grant Specialist)
- **If traveling on state funds, employee's travel card CANNOT be used for meals. Must be charged to a Dart card or paid out-of-pocket.**

TRAVEL PER DIEMS

Fiscal 2022 Travel Reimbursement Rates

Employees

In-State or Out-of-State Meals and Lodging	Refer to the GSA's federal <u>Domestic Maximum Per Diem Rates</u> , effective Oct. 1, 2021. If the city is not listed, but the county is listed, use the daily rate of the county. For locations not listed (city or county), the daily rates are: <ul style="list-style-type: none">• Lodging In-State/Out-of-State: up to \$96.• Meals In-State/Out-of-State: up to \$59.
Automobile Mileage	56 cents per mile (Sept. 1 – Dec. 31, 2021)

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 traveling on state funds, must use the lodging rates listed on the previous Travel Per Diems slide.

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.

AIRFARE

- After Travel Request is approved, airfare booked via Concur must be charged to a state travel credit card.
- Only book airfare after receiving the Travel Request approval notice.
- Once the airfare is booked thru Concur, it will be approved by home office and you will receive an official itinerary.
- Change fees of \$250 apply after the airfare is booked.
- If using state funds, the university travel card must be used. Also, the airfare must be purchased on the [STMP Airline Contract](#).

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.

ONE DAY RULE

The day before official state business begins and the day after official state business ends are travel days reimbursable by state policy unless:

- The travel distance requires more than 1 day, or;
- The extra day(s) are incurred to qualify for a discount in airfare.

Additional days are considered personal business and are not reimbursable.

COMBINING STATE AND PERSONAL BUSINESS

If a traveler combines personal travel with official state business travel, the traveler is only allowed reimbursement amounts that fall under the Textravel Chapter 660 of the Texas Government Code. Meals, lodging, or car rental that was incurred on personal days cannot be reimbursed.

A state employee may not be reimbursed for the rental of a motor vehicle if the rental was necessary only because the employee combined personal business with state business.

The travel card should not be used for personal business.

MILEAGE

- Current mileage reimbursement rate is .585 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](#).
- If using state funds, the reimbursement will be limited to the most cost-effective method.

MILEAGE

- 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.

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

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.

VIRTUAL CONFERENCES

The following classification types will not require a travel request prior to submission of the expense report. This will allow the travel card to be used for registration more easily if you do not have access to a P-Card. Please note that if funds need to be loaded onto the travel card for the purchase, an email from the account manager approving the purchase will need to be submitted to kholt@tamut.edu.

- Student-Virtual Only-for conference registration expense for students attending virtual conferences.
- Employee-Virtual Only (No Travel)-for conference registration expense for faculty/staff attending virtual conferences.

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.

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/>

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"

CONCUR TRAVEL PLANNING (CTP)

- Contact information is available for CTP on the home page of Concur.
- Select “Read More” to view their hours and forms of contact.
- They can help you arrange travel reservations with ease.
- Charges a small fee to the travel card associated with that trip.
- This fee will need to be included on the trip’s expense report.

CONCUR TRAVEL PLANNING (CTP)

SAP Concur | Requests | Travel | Expense | Approvals | Reporting | App Center | Administration | Help

Profile |

THE TEXAS A&M UNIVERSITY SYSTEM
Hello, K'LEEH

+ New | 00 Required Approvals | 00 Authorization Requests | 00 Available Expenses | 00 Open Reports

TRIP SEARCH

Booking for myself | [Book for a guest](#)

400 mile rule - Travel to any destination within 400 miles, point-to-point, one way, of the campus is limited to automobile travel only. Other methods, such as air transportation, are permitted if it can be clearly and objectively demonstrated by the traveler that this mode of travel is the most cost-effective method. The 400 mile worksheet may be found here.

Flight Search

Round Trip | One Way | Multi City

From Departure city, airport or train station
Find an airport | Select multiple airports

To Arrival city, airport or train station
Find an airport | Select multiple airports

[Search](#)

[Show More](#)

ALERTS

- As a Texas A&M University System employee, you are eligible for a free Triplt Pro subscription. [Learn More and Activate](#) Not right now
- You haven't signed up to receive e-receipts. [Sign up here](#)

COMPANY NOTES

The Chancellor has extended the travel guidelines beyond May 31st as originally outlined in his memo dated 03.10.2020, until further notice. System Risk Management will consider all International travel extreme risk and not approved. The current mandate is in effect until further notice. The only exception to this would be any mission-critical COVID-19 related assistance or health-critical exceptions and these exceptions must be approved in advance by Executive Leadership.

For current information and policies from the airlines, car rental companies, and hotel chains, visit: <https://ctp-travel.com/coronavirus/>

[Read more](#)

MY TASKS

- 00** Required Approvals →
Great! You currently have no approvals.
- 00** Available Expenses →
You currently have no available expenses.
- 00** Open Reports →
You currently have no open reports.

MY TRIPS (0)

→

You currently have no upcoming trips.

CONCUR TRAVEL PLANNING (CTP)

Booking for myself | [Book for a guest](#)

[✈](#) [🚗](#) [🏠](#)

400 mile rule - Travel to any destination within 400 miles, point-to-point, one way, of the campus is limited to automobile travel only. Other methods, such as air transportation, are permitted if it can be clearly and objectively demonstrated by the traveler that this mode of travel is the most cost-effective method. The 400 mile worksheet may be found [here](#).

Flight Search

[Round Trip](#) [One Way](#) [Multi City](#)

From [📍](#)
Departure city, airport or train station
[Find an airport](#) | [Select multiple airports](#)

To [📍](#)
Arrival city, airport or train station
[Find an airport](#) | [Select multiple airports](#)

[Search](#)

[Show More](#)

[📄](#) As a Texas A&M University System employee, you are eligible for a free Triplt Pro subscription. [Learn More and Activate](#) Not right now

[📄](#) You haven't signed up to receive e-receipts. [Sign up here](#)

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Airlines Set Face Mask Requirements

Friday, May 1, 2020

Amid COVID-19, flying etiquette is changing, as airlines are now requiring flight attendants and passengers to wear homemade or commercial masks. **Please be sure to check the individual airlines policies prior to departure for the latest updates & requirements.**

Welcome to eTravel

For more information regarding eTravel please visit System Offices eTravel Webpage

To see a list of countries currently under a travel warning please visit United States Department of State Current Travel Warnings

For information on domestic daily meal and lodging rates please visit GSA Per Diem Rates

[Texarkana Travel Policy](#)

For **CTP Full Service Reservation** Assistance please call 866-901-3377, or you can email TAMUtravel@ctp-travel.com.

For **Group Reservations** please call 800-810-2695, or you can email groups@ctptravelservices.com.

CTP Hours of Operation (Temporary Update during COVID-19): 8:00am - 5:00pm CST
CTP After Hours: 5:01pm - 7:59am CST and all day Sat-Sun CST

After Hours Toll Free Number: 800-358-1229. Calling this number, regardless of what time you call, will result in a \$16 fee from the after-hours service provider. Only call this number between 5:01pm and 7:59am CT.

*Additional fees may apply

[Read less](#)

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](#) and as a DocuSign Template.

GENERAL INFORMATION

- When activating the University/Agency Travel card, establish a PIN for use at Chip-enabled terminals. Card declines due to PIN issues can only be addressed by the cardholder by calling the automated number 1-877-905-1855 or the number on the back of the card.
- During business hours, contact **K'Leeh Holt** at ext **3112**. After-hours travel card declines for hotel and/or rental car, contact **K'Leeh** at **903-223-3112**. All other declines will be addressed the following business day.

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.

CONCUR NOTIFICATIONS-REJECTED REQUEST/REPORT



Your expense report listed below has changed status.

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/>

CONCUR MOBILE APP

- Use your phone camera to take photos of receipts in the app.
- App can record personal mileage using drive option or by entering starting and ending addresses.
- Transactions can be added to expense report immediately while in the app or saved to add on later.


CONCUR MOBILE APP SETUP


- Log into Concur via web browser.
- Verify email address if you have not already.
- Go to Profile->Profile Settings->Personal Information->Scroll down to Email Addresses
- Use company email address and hit verify.
- Concur will send you an email with a link to verify.

CONCUR MOBILE APP SETUP

The screenshot shows the Concur mobile app interface. At the top, there is a dark navigation bar with "App Center" on the left, "Administration" and "Help" on the right, and a "Profile" dropdown menu with a user icon. The profile dropdown is open, showing the user's name "K'LEEH Jannaye HOLT" and two options: "Profile Settings" (highlighted with a red arrow) and "Sign Out". Below this, there is a section titled "Acting as other user" with a question mark icon and three radio button options: "Act on behalf of another user" (selected), "Act as user in assigned group (Proxy)", and "Book travel for any user (Self-assign)". A search input field labeled "Search by name or ID" with a magnifying glass icon is located below the options. At the bottom of the dropdown, there are "Cancel" and "Start Session" buttons. The background shows a table with columns for "Receipt Status" and "Authori" (likely Authorization), with "Not Required" and "Y" visible in the rows.

CONCUR MOBILE APP SETUP

SAP Concur  Requests Travel Expense Approvals Reporting App Center Administration | Help

Profile  Profile Personal Information System Settings Concur Mobile Registration Travel Vacation Reassignment

Your Information **My Profile - Personal Information**

Personal Information Company Information Contact Information


Jump To:



Disabled fields (gray) cannot be changed. If there are errors in these fields, contact your company's travel administrator.

Email Addresses Go to top

Please add at least one email address. **[Required]**

[How do I add an email address?](#)
[How do I verify my email address?](#)
[Why should I verify my email address?](#)
[If I am a travel arranger or delegate, what do I need to do?](#)
[I would like to have someone arrange travel or delegate expense on my behalf, what do I need to do?](#)

 Add an email address



	Email Address	Verification Status	Verify	Contact?	Actions
Email 1	kholt@tamut.edu	 Verified	Disable Verification	Yes	

Emergency Contact Go to top

CONCUR MOBILE APP SETUP

- After verifying your email, go to Concur Mobile Registration.
- You can use your company email address or your UIN followed by @tamus.edu.
- Create a pin for the app.

CONCUR MOBILE APP SETUP

SAP Concur  Requests Travel Expense Approvals Reporting App Center Administration Help Profile 

Profile Personal Information System Settings **Concur Mobile Registration** Travel Vacation Reassignment

Your Information

- Personal Information
- Company Information
- Contact Information
- Email Addresses
- Emergency Contact
- Credit Cards

Travel Settings

- Travel Preferences
- International Travel
- Frequent-Traveler Programs

Request Settings

- Request Information
- Request Delegates
- Request Preferences
- Request Approvers
- Favorite Attendees

Expense Settings

- Expense Information
- Expense Delegates
- Expense Preferences
- Expense Approvers
- Company Car
- Favorite Attendees

Other Settings

- E-Receipt Activation
- System Settings
- Connected Apps
- Concur Connect
- Travel Vacation Reassignment

Concur Mobile

Manage your expenses and business travel on your mobile device.

To get started, enter your email address below and we will send you a link to download the app.

[Get Started](#)

Set up PIN for Concur Mobile

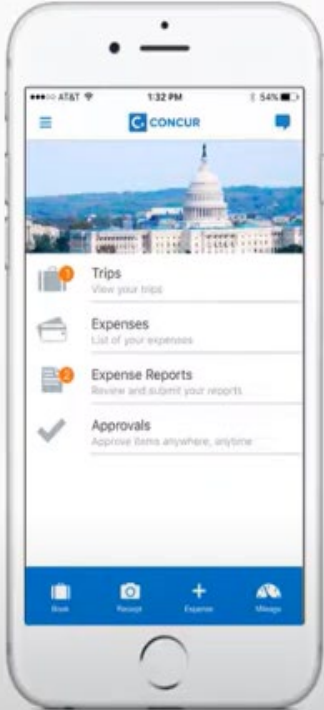
To log in to Concur on your mobile device or Concur Connect application, you must enter your User Name and a Concur Mobile PIN. Enter a new Concur Mobile PIN in the fields below to setup a new one.

Concur Username: 908003647@TAMU\$.EDU



Create PIN: PIN may be letters, numbers and special characters such as !, \$, or # but no

Retype PIN: spaces

[Set Concur Mobile PIN](#)



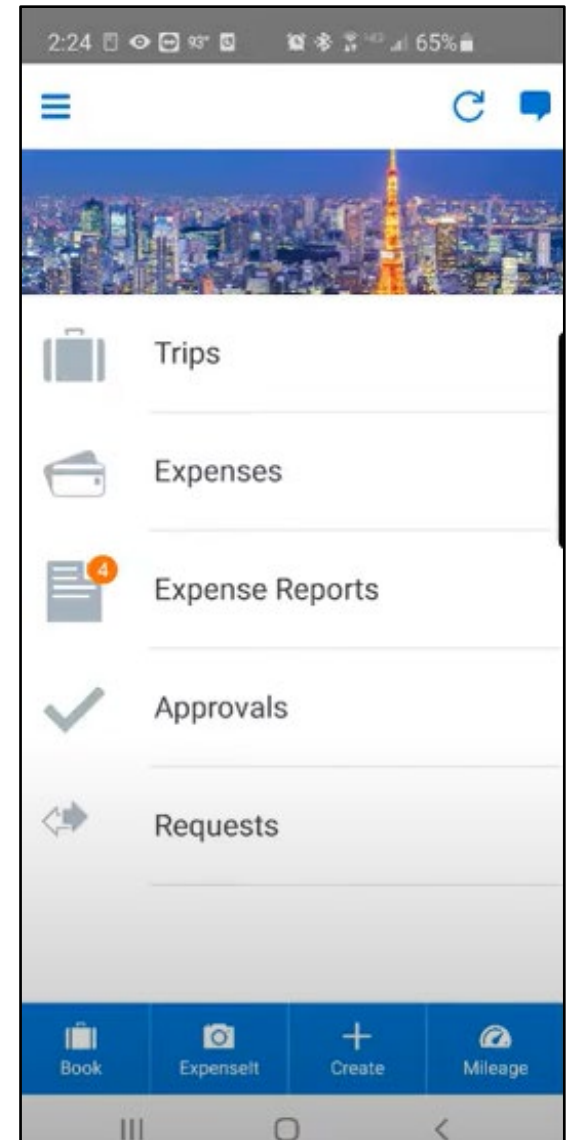
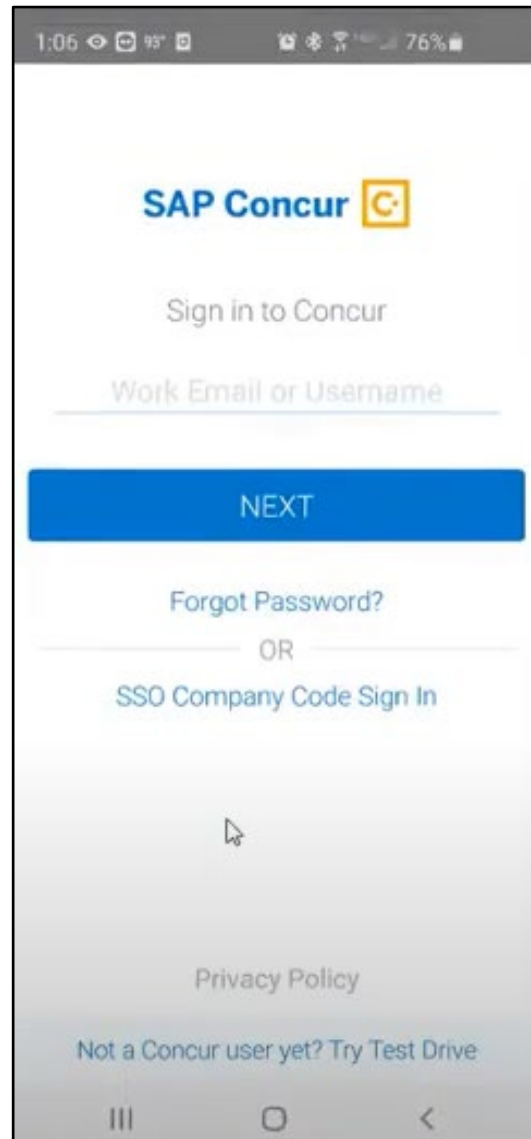
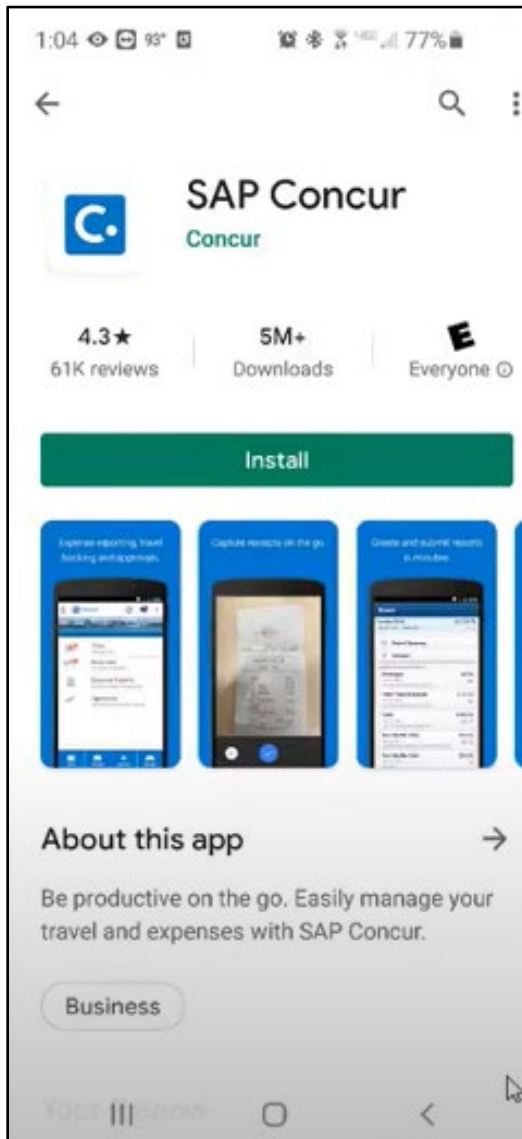
Download our free mobile app



CONCUR MOBILE APP SETUP

- Concur will send an email with a link to download the app.
- You can also download the app in the Apple App Store and Google Play Store.
- Use the email username and pin you just created to login.
- It will pull up the SSO screen. You will only have to complete the SSO login every 90 days.

CONCUR MOBILE APP SETUP



HELPFUL INFORMATION

Travel Contact:

K'Leeh Holt

kholt@tamut.edu

903-223-3112

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

TAMUT Travel Website-

<https://tamut.edu/About/Administration/Accounting/Travel.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. _____