

TRAVEL REIMBURSEMENT COMPUTATION

A. Reimbursement for Cost of Meals and Lodging

1. For travel requiring an absence from employee's headquarters city (Brownsville or Padre Island), departing before 7:00 a.m. and returning after 7:00 p.m., there will be reimbursement for meals, incidental travel expenses, and for the cost of transportation. Expenses will be reimbursed at the university per diem rates as set by the State Comptroller's Office.
2. Employees traveling in-state receive reimbursement as set by the State Comptroller's Office. Employees traveling out-of-state receive a locality-based flat rate for meals and lodging as set by the State Comptroller's Office.

In cases where there is a special "reduced" conference lodging rate, that exceeds the applicable State Controller's Office rate, the conference rate will be paid.

Lodging receipts are required for both in-state and out-of-state travel. Out-of-state meals and lodging rates can be found in the Purchasing Department's home web page or on the Internet:

<http://www.window.state.tx.us/comptrol/san/fm.notices.date.html/fm97/fm97-38.html>

3. Other incidental travel expenses such as laundry, medical, etc. are not reimbursable. Tips are not reimbursable.
4. In-state and out-of-state travel occurring on the same day are treated as an entirely out-of-state day for the purpose of reimbursement for meals and lodging.

B. Reimbursement for Cost of Transportation

1. By personal motor vehicle:
 - a. In-state: Reimbursement is mileage is governed by the Internal Revenue Service (IRS) for all business miles.

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Information is available at the following web site.

http://www.irs.ustreas.gov/prod/forms_pubs/pubs-p4630401.htm

Actual cost of storage, or other incidental motor vehicle operating expenses are NOT reimbursed, except airport parking or parking at place of business destination. Simultaneous travel via different motor vehicles by employees with the same itinerary is subject to special restrictions. In such cases, Article 682a, paragraph 6e, Vernon's Civil Statutes, provides that mileage shall only be paid for one vehicle per four persons.

- b. Out-of-state: Reimbursement is at the rate governed by the Internal Revenue Service for all business miles. See the following web site:

http://www.irs.ustreas.gov/prod/forms_pubs/pubs/p4630401.htm

2. By public carriers, rented cars, taxis and other commercial transportation; reimbursement shall be actual cost of commercial transportation, except:
- a. Reimbursement for airfare shall not exceed the amount of G.S.C. contracted airfare. The amount of the reimbursement may not exceed the cost of the lowest available airfare between the employee's headquarters and the travel destination.
 - b. Employees who must remain at their duty point (i.e., Saturday night stay) in order to qualify for low airfares may be reimbursed for their additional meals, lodging, rental cars, parking and other reimbursable expenses, so long as the savings incurred by the lower airfare exceeds the additional per diem expenses.
 - c. The State of Texas currently has agreements with different rental car companies. When cars are rented from these companies using State Rate, the Loss/Damage Waiver (LDW) and primary liability coverage is incorporated in the rate. If additional insurance is desired, it must be provided at the employee's expense.
 - d. Optional expenses voluntarily chosen are NOT reimbursable (e.g., personal accident or safe trip insurance, excess personal baggage charges, interest paid on money borrowed to finance travel, or interest on credit card purchases for transportation).

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3. By Personally-owned Airplane:
 - a. Reimbursement shall not exceed the amount of G.S.C. contracted airfare. The amount of the reimbursement may not exceed the cost of the lowest available airfare between the employee's headquarters and the travel destination. The rate of reimbursement for State employees for travel in their personally owned airplanes within and without the boundaries of the State of Texas and between points of necessary official business shall be at the rates as set by the State Comptroller's Official State Mileage Guide.
 - b. Actual costs of hanger fees, landing fees, or other incidental airplane operating expenses are not reimbursed.

C. Reimbursement for Cost of Other Traveling Expenses

1. Other allowable expenses necessary in the accomplishment of official travel are reimbursable and may be claimed on the State of Texas Travel Voucher.
 - a. Allowable:
 - 1) Phone calls for official business, local and long distance (as other travel expenses).
 - 2) Money orders used for official business.
 - 3) Gasoline for rental or state-owned vehicles, only if purchased with personal credit card/cash.
 - 4) Parking fees for personal vehicles, rental or state owned vehicles at airports or place of business.
 - 5) Tolls and ferry fees paid when traveling in personally owned or leased motor vehicles.
 - 6) Repair parts, labor and towing charges to repair state owned vehicles.

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- 7) Copying charges that are required by the agency for informational or investigative purposes.
- 8) Freight charges to ship state equipment or materials.
- 9) Admittance fees to functions while accompanying clients of the state.
- 10) Visas for foreign travel and airport boarding passes or departure taxes in foreign countries.
- 11) Employees may be reimbursed in amounts not to exceed \$25.00 for emergency purchases of postage. All other purchases for postage must be made payable to the U.S. Postmaster.
- 12) Notary fees for official documents.
- 13) Facsimile charges.
- 14) In-State Travel: County and Local (City) Hotel Occupancy Taxes.
- 15) Out-of-State Travel: State, County, and Local (City) Hotel Occupancy Taxes.

c. Not Allowable

- 1) Any expense that does not relate to official state business.
- 2) Gasoline or repair costs for personally owned vehicles.
- 3) Tips or gratuities of any kind.
- 4) Excess baggage charges for personal belongings.
- 5) Passports or passport photos required for foreign travel.
- 6) Inoculations required for foreign travel.

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- 7) Other personal expense items such as the rental or purchase of videotapes for personal entertainment, alcoholic beverages, dry cleaning, or laundry.
- 8) In-State Travel: State of Texas Hotel Occupancy Taxes.

D. Contracts, Gifts, and Non-State Grants

Provisions of the preceding general travel regulations apply to all university employees and all funds. However, if applicable, employees may travel under the auspices of contracts, gifts, or non-state grants, in which case the following rules apply.

1. For all contracts, gifts, and grants (other than those from, or derived from state agencies), travel reimbursement will be based on locality flat rates for meals and lodging as per the Federal Travel Regulations outlined by the General Services Administration. This applies to both in-state and out-of-state travel. The transportation allowances will follow the provisions of the general travel regulations. Information is available at the following web sites.

<http://www.policyworks.gov/org/main/mt/homepage/mtt/perdiem/perd01d.html>

http://www.irs.ustreas.gov/prod/forms_pubs/pubs/p4630401.htm

2. For grants derived from state agencies, the reimbursement will be based on the rates as set by the State Comptroller's Office. Information is available at the following web site.

<http://www.window.state.tx.us/comptrol/san/fm.notices.date.html/fm97/fm97-38.html>

The provisions of B1 and B2 above are subject to the terms and conditions of the particular contract, gift or grant involved, which may supersede the above provisions.

E. Review

This policy shall be reviewed annually by the Director of Purchasing.