

Travel Expense Checklist - State Funds

Travel Expense	In State	Out of State	Travel Card	Out of Pocket	Receipt Required	Additional Notes
General Info	<ul style="list-style-type: none"> - Travel Website http://fmo.tamu.edu/accounts-payable/travel/ - State of Texas Travel Guidelines https://fmxcpa.state.tx.us/fmx/travel/texttravel/index.php - Must use the State Travel Management Program (STMP) unless there is a valid exception (*See below for valid exceptions). 	<ul style="list-style-type: none"> - Travel Website http://fmo.tamu.edu/accounts-payable/travel/ - State of Texas Travel Guidelines https://fmxcpa.state.tx.us/fmx/travel/texttravel/index.php - Must use the State Travel Management Program (STMP) unless there is a valid exception (*See below for valid exceptions). 	<p>Only certain expenses can be purchased with the travel card on State accounts in order to be reimbursed with the state account. If any other purchases besides the specified ones are made with a travel card they will have to be allocated to a local account for reimbursement.</p>	<p>Purchases not allowed on the travel card for State funds can be made out of pocket and will be able to be reimbursed from the State account.</p>	-	<ul style="list-style-type: none"> * State Accounts beginning in a 1 cannot be used for travel on 02 accounts * No Foreign Travel is allowed on State Accounts * A Student Travel Classification is not allowed on State Accounts
Airfare	<ul style="list-style-type: none"> - May only be purchased on state credit card issued through Citibank (University Travel Card, Dept. Airfare Card, or DART card). - Must use STMP contract airfare (1) unless a valid exception* is documented. - Required Receipt must contain: <ul style="list-style-type: none"> + Name of Passenger + Airline Ticket Number Class of Flight (business class can only be accepted if no other seat is available on the flight) + Itinerary dates and all flight segments) + Method of payment + Amount 	<ul style="list-style-type: none"> - May only be purchased on state credit card issued through Citibank (University Travel Card, Dept. Airfare Card, or DART card). - Must use STMP contract airfare (1) unless a valid exception* is documented. - Required Receipt must contain: <ul style="list-style-type: none"> + Name of Passenger + Airline Ticket Number Class of Flight (business class can only be accepted if no other seat is available on the flight) + Itinerary dates and all flight segments) + Method of payment + Amount 	Required	Not Allowed	Yes	
Airline Fees	<ul style="list-style-type: none"> - Checked bags (1 checked bag allowed unless there are extenuating circumstances, must be documented). - Early Boarding (Business justification must be documented). 	<ul style="list-style-type: none"> - Checked bags (1 checked bag allowed unless there are extenuating circumstances, must be documented). - Early Boarding (Business justification must be documented). 	Allowed	Allowed	No	
Taxis, Shuttles, Buses and Trains (Between City Transportation)	<ul style="list-style-type: none"> - Required Receipt must contain: <ul style="list-style-type: none"> + Itinerary + Class (first class must be approved in the same manner as airfare) + Amount of fare 	<ul style="list-style-type: none"> - Required Receipt must contain: <ul style="list-style-type: none"> + Itinerary + Class (first class must be approved in the same manner as airfare) + Amount of fare 	Allowed	Allowed	Yes	
Taxis, Shuttles, Buses and Trains (In City Transportation)	<ul style="list-style-type: none"> - Must provide: <ul style="list-style-type: none"> + Origin and destination + Date + Amount 	<ul style="list-style-type: none"> - Must provide: <ul style="list-style-type: none"> + Origin and destination + Date + Amount 	Allowed	Allowed	No	
Rental Cars - Required Vendors and contract codes: Avis - F999711, Advantage - 711TXC, Enterprise - TX711	<ul style="list-style-type: none"> - Must use STMP contract rental car vendors (2) unless a valid exception* is documented. - Required Receipt must contain: <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 (this is included in contract rate) 	<ul style="list-style-type: none"> - Must use STMP contract rental car vendors (2) unless a valid exception* is documented. - Required Receipt must contain: <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 (this is included in contract rate) 	Allowed	Allowed	Yes	
Mileage (up to the State Mileage Rate)	<ul style="list-style-type: none"> - Documentation of mileage must be from: <ul style="list-style-type: none"> + Concur mileage calculator OR + Odometer readings with a point to point breakdown - Mileage can only be claimed for one car out of every 4 employees that have the same itinerary. - Gas cannot be claimed if mileage is claimed. 	<ul style="list-style-type: none"> - Same as in state except that a cost comparison must be done. - 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. 	Not Allowed	Required	Documen- tation	<ul style="list-style-type: none"> Must use the Rental car vs. Mileage Reimbursement calculator and attach it to Concur report. http://disbursement.tamu.edu/travel/transportation/mileage/reimbursement-comparison/
Meals	<ul style="list-style-type: none"> - Must provide: <ul style="list-style-type: none"> + Day by Day breakdown for the actual cost of meals up to maximum GSA rate. - Refer to GSA site for current rates (https://fmxcpa.state.tx.us/fm/travelrates.php) - If the city is not listed, but the county is listed then use the rate of the county. - For areas not listed (city or county), the rate is up to \$46 - Tips are not reimbursable on State Funds 	<ul style="list-style-type: none"> - Must provide: <ul style="list-style-type: none"> + Day by Day breakdown for the actual cost of meals up to maximum GSA rate. - Refer to GSA site for current rates (https://fmxcpa.state.tx.us/fm/travelrates.php) - If the city is not listed, but the county is listed then use the rate of the county. - For areas not listed (city or county), the rate is up to \$46 - Tips are not reimbursable on State Funds 	Not Allowed	Required	No	<ul style="list-style-type: none"> Allocate any tips to a local account, they cannot be reimbursed from a state account.
Business Meals	Not Allowed with State funds.	Not Allowed with State funds.	Not Allowed	Not Allowed	-	-

Lodging	- Reimbursement allowed for actual lodging expenses up to maximum GSA rate - Refer to GSA site for current rates (https://fm.x.cpa.state.tx.us/fm/travelrates.php) - If the city is not listed, but the county is listed then use the rate of the county. - For areas not listed (city or county), the rate is up to \$85 - Required Receipt must contain: + Name of guest + Itemization of all expenses charged (day by day with tax listed separately) + Payment or method of payment - May not be reimbursed for Texas Hotel Occupancy Tax	- Reimbursement allowed for actual lodging expenses up to maximum GSA rate - Refer to GSA site for current rates (https://fm.x.cpa.state.tx.us/fm/travelrates.php) - If the city is not listed, but the county is listed then use the rate of the county. - For areas not listed (city or county), the rate is up to \$83 - Required Receipt must contain: + Name of guest + Itemization of all expenses charged (day by day with tax listed separately) + Payment or method of payment - May not be reimbursed for Texas Hotel Occupancy Tax	Allowed	Allowed	Yes	If the hotel rate exceeds the GSA rate because it was at a non-contract hotel, then must fill out the exception form and attach to Concur report. http://fmo.tamu.edu/media/703487/stmtravelexceptionform.pdf
Parking	- Must provide: + Date + Location + Amount for each parking expense incurred	- Must provide: + Date + Location + Amount for each parking expense incurred	Not Allowed	Required	No	
Incidentals/Any other Travel Expenses Not Listed	- Must document what expense was for and the amount - Tips are not allowed on State Funds	- Must document what expense was for and the amount - Tips are not allowed on State Funds	Not Allowed	Required	No	
Tolls	- Must provide location and amount	- Must provide location and amount	Not Allowed	Required	No	
Phone/Internet	- Must document the expense was used incurred for business use	- Must document the expense was used incurred for business use	Not Allowed	Required	No	
Gasoline	- Must document date and amount	- Must document date and amount	Not Allowed	Required	No	
Prospective Employee	- All of the above Travel Expenses policy and procedure information is required for prospective employees also, except the State Hotel Occupancy Tax is allowable	- All of the above Travel Expenses policy and procedure information is required for prospective employees also, except the State Hotel Occupancy Tax is allowable	-	-	-	
Registration/Abstract Fees	Required Receipt must document: + Name of the person attending + Full name of conference (No abbreviations) + Dates of conference	Required Receipt must document: + Name of the person attending + Full name of conference (No abbreviations) + Dates of conference	Not Allowed	Required	Yes	
Professional Membership	Required Receipt must document: + Full name of the organization (No abbreviations) + Organization is not listed on the State of Texas ethics web site, if listed can not pay portion of the fee for lobbying + Dates of the membership + If not in TAMU's name then must document "the payment would serve a proper public purpose and the agency would receive adequate consideration"	Required Receipt must document: + Full name of the organization (No abbreviations) + Organization is not listed on the State of Texas ethics web site, if listed can not pay portion of the fee for lobbying + Dates of the membership + If not in TAMU's name then must document "the payment would serve a proper public purpose and the agency would receive adequate consideration"	Not Allowed	Required	Yes	

Key:

* Valid Exceptions for the purchase of travel services not on State Travel Management Program contract. If the cost is less than the contract price the exception does not have to be documented.

1. Unavailability of Contract Services
2. Efficient use of Services
3. Special Needs, Health, Safety, Physical Disability
4. Custodian of Persons

T.A.C. Rule 125.3

(1) = For More information on State Contract Airfare see the following URL: <https://comptroller.texas.gov/purchasing/programs/travel-management/airline.php>

(2) = Contracted Rental Car Agencies are as Follows: <https://comptroller.texas.gov/purchasing/programs/travel-management/rental/>

(3) = See the following website for contract hotel vendors: http://hotel.cpa.state.tx.us/hotel_directory/

Notes:

If non allowable state fund travel purchases are made on the travel card instead of out of pocket, they will have to be allocated to a local account.

When purchasing allowable state fund travel expenses as out of pocket, they will be able to be reimbursed from State funds.

Overview: What purchases are allowed on Travel Cards	
Travel Card	Out of Pocket
Airfare/Airline Fees	Mileage
Lodging	Meals
Rental Cars	Parking
Transportation Companies (Bus, subway, train, taxi, etc.)	Incidentals
	Tolls
	Phone/Internet
	Gasoline
	Registration/Abstract Fees
	Professional Membership