<table>
<thead>
<tr>
<th>EXPENSE</th>
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</tr>
</thead>
</table>
| GENERAL INFO | • Travel Website link  
• Disbursement Guidelines  
• For any receipt, that does not show payment information proof of payment will be required. | • Travel Website link  
• Disbursement Guidelines  
• For any receipt, that does not show payment information proof of payment will be required. | • ALL FOREIGN TRAVEL REQUIRES 30 day pre-trip approval via Concur Travel Request by the President or delegate. |
| AIRFARE | Required Receipt must contain:  
• Name of passenger  
• Airline Ticket Number  
• Class of flight- (Economy plus- Dean/Department head Approval, Business/First Class-Vice President Approval)  
• Itinerary-dates and all flight segments  
• Method of Payment -Seat Selection:  
• Approval for seat upgrades should be received prior to purchase  
- Business/First Class –Vice President Approval  
- Economy Plus – Dean/Department head Approval  
• Once approval has been received, you are free to book your airfare through Concur.  
• At the time you make your airfare reservation, you should also pick your seat.  
• The approval memo or email granting permission for the upgraded seat should be attached in the Expense Report.  
• Traveler must provide the description of additional payments/charges to the airlines | Required Receipt must contain:  
• Name of passenger  
• Airline Ticket Number  
• Class of flight- (Economy plus- Dean/Department head Approval, Business/First Class-Vice President Approval)  
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<td>AIRFARE Continued</td>
<td>(for example RVU Fee). Seat charge should state the class of seat selected and the Traveler must provide a full description at the time the report is originally submitted.</td>
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<tr>
<td>AIRFARE Continued</td>
<td>• Amount</td>
<td>• Amount</td>
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</tr>
<tr>
<td>AIRLINE FEES</td>
<td>• Checked bags - one checked bag allowed - Second bag must be documented for Business Reason: Acceptable-Equipment or brochures</td>
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<td>AIRLINE FEES</td>
<td>• Early Boarding - business justification must be documented.</td>
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</tr>
<tr>
<td>TAXIS, SHUTTLES, BUSES, AND TRAINS (INTERCITY BETWEEN CITY TRANSPORTATION)</td>
<td>Required Receipt must contain: - Itinerary - Class-first must be approved in the same manner as airfare - Amount of Fare</td>
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<td>TAXIS, SHUTTLES, BUSES, AND TRAINS (INTRACITY - IN CITY TRANSPORTATION)</td>
<td>Must provide: - Origin and destination - Date - Amount</td>
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</tr>
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</tbody>
</table>
| RENTAL CARS - REQUIRED VENDORS AND CONTRACT CODES AVIS -F999760 ENTERPRISE -UTS760 (Preferred) HERTZ -2053818 (TAMUCC Local Contract) | Required Receipt just contain:  
- Name of renter  
- Dates of rental  
- Itemization of all charges  
- Method of payment  
- LDW/CDW is the only reimbursable insurance (included in contract rate)  
- Traveler should refuel car before return. Do NOT choose refueling option. | Required Receipt just contain:  
- Name of renter  
- Dates of rental  
- Itemization of all charges  
- Method of payment  
- LDW/CDW is the only reimbursable insurance (included in contract rate)  
- Traveler should refuel car before return. Do NOT choose refueling option. | Required Receipt just contain:  
- Name of renter  
- Dates of rental  
- Itemization of all charges  
- Method of payment  
- LDW/CDW is the only reimbursable insurance (included in contract rate)  
- Traveler should refuel car before return. Do NOT choose refueling option. |
| MILEAGE (UP TO THE FEDERAL MILEAGE RATE) | Documentation of mileage must be from:  
- Concur mileage calculator or  
- Odometer readings with a point to point breakdown  
- You must do a personal car mileage vs. rental car cost comparison and the lessor of the two will be reimbursed.  
- Mileage can only be claimed for one car out of every four employees that have the same itinerary. Gas cannot be claimed if mileage is claimed. | Documentation of mileage must be from:  
- Concur mileage calculator or  
- Odometer readings with a point to point breakdown  
- You must do a personal car mileage vs. rental car cost comparison and the lessor of the two will be reimbursed.  
- Mileage can only be claimed for one car out of every four employees that have the same itinerary. Gas cannot be claimed if mileage is claimed. | Documentation of mileage must be from:  
- Concur mileage calculator or  
- Odometer readings with a point to point breakdown  
- You must do a personal car mileage vs. rental car cost comparison and the lessor of the two will be reimbursed.  
- Mileage can only be claimed for one car out of every four employees that have the same itinerary. Gas cannot be claimed if mileage is claimed. |
| MAXIMUM ALLOWABLE PER MEALS (ACTUAL UP TO GSA RATES) | Must provide:  
- Day by Day breakdown for the actual cost of meals up to maximum GSA rate  
- Refer to GSA site for current rates  
- If the city is not listed, but the county is listed; use the rate of the county. | Must provide:  
- Day by Day breakdown for the actual cost of meals up to maximum GSA rate  
- Refer to GSA site for current rates  
- If the city is not listed, but the county is listed; use the rate of the county. | Must provide:  
- Day by Day breakdown for the actual cost of meals  
- If one meal is, $75 or greater, itemized receipt is required per IRS Guidelines. |
# TRAVEL EXPENSE CHECKLIST - LOCAL FUNDS

<table>
<thead>
<tr>
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</table>
| MAXIMUM ALLOWABLE PER MEALS (ACTUAL UP TO GSA RATES) Continued | • For areas not listed (city or county), use standard rate of $55  
If one meal is $75 or greater, itemized receipt is required per IRS Guidelines. | • For areas not listed (city or county), use standard rate of $55  
If one meal is $75 or greater, itemized receipt is required per IRS Guidelines. |  |
| BUSINESS MEALS "REQUIRES BUSINESS MEAL FORM COMPLETED AND SIGNED, RECEIPT, AND ATTENDEES TO INCLUDE NAMES AND TITLES | Receipt Required:  
• Internal Revenue Service's five W's": Who, What, Where, When, and why must be documented.  
• If alcohol is purchased must use allowable account and itemize alcohol portion as "Business Meals - Alcohol"  
• Attendees Name, Title, and Employer Name should be included on Business Meal form.  
• Spouse of employee must have prior approval or expense will not be allowed | Receipt Required:  
• Internal Revenue Service's five W's": Who, What, Where, When, and why must be documented.  
• If alcohol is purchased must use allowable account and itemize alcohol portion as "Business Meals - Alcohol"  
• Attendees Name, Title, and Employer Name should be included on Business Meal form.  
• Spouse of employee must have prior approval or expense will not be allowed | Receipt Required:  
• Internal Revenue Service's five W's": Who, What, Where, When, and why must be documented.  
• If alcohol is purchased must use allowable account and itemize alcohol portion as "Business Meals - Alcohol"  
• Attendees Name, Title, and Employer Name should be included on Business Meal form.  
• Spouse of employee must have prior approval or expense will not be allowed |
| LODGING | Reimbursement allowed for actual lodging expenses up to maximum GSA rate  
• Refer to [GSA site](https://www.gsa.gov) for current rates  
• If the city is not listed, but the county is listed; use the rate of the county.  
• For areas not listed (city or county), the standard rate of $94 applies.  
• HIGHER LODGING MUST BE REQUESTED AND APPROVED PRIOR TO TRIP AND LISTED ON TRAVEL REQUEST  
Exception: A traveler may voluntarily decrease meal allowance to increase lodging rate (cannot decrease lodging rate to increase meal allowance) to increase the maximum allowance for lodging. | Reimbursement allowed for actual lodging expenses up to maximum GSA rate  
• Refer to [GSA site](https://www.gsa.gov) for current rates  
• If the city is not listed, but the county is listed; use the rate of the county.  
• For areas not listed (city or county), the standard rate of $94 applies.  
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## TRAVEL EXPENSE CHECKLIST - LOCAL FUNDS

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</table>
| **LODGING** Continued  | • Traveler’s receipt must be itemized to be able to distinguish airfare from lodging or other expenses  
                          Required Receipt must contain:  
                          • Name of guest  
                          • Itemization of all expenses charged (day by day)  
                          • Payment or method of payment  
                          • May not be reimbursed for Texas Hotel Occupancy Tax | • Traveler’s receipt must be itemized to be able to distinguish airfare from lodging or other expenses  
                          Required Receipt must contain:  
                          • Name of guest  
                          • Itemization of all expenses charged (day by day)  
                          • Payment or method of payment | • Traveler’s receipt must be itemized to be able to distinguish airfare from lodging or other expenses  
                          Required Receipt must contain:  
                          • Name of guest  
                          • Itemization of all expenses charged (day by day)  
                          • Payment or method of payment |
| **PARKING**            | Must provide:  
                          • Date  
                          • Location  
                          • Amount for each parking expense incurred | Must provide:  
                          • Date  
                          • Location  
                          • Amount for each parking expense incurred | Must provide:  
                          • Date  
                          • Location  
                          • Amount for each parking expense incurred |
| **INCIDENTALS**        | • Must document what expense was for and amount                          | • Must document what expense was for and amount                              | • Must document what expense was for and amount                          |
| **TOLLS**              | • Must provide location and amount                                        | • Must provide location and amount                                           | • Must provide location and amount                                        |
| **PHONE/INTERNET**     | • Must document expense was incurred for business use                     | • Must document expense was incurred for business use                        | • Must document expense was incurred for business use                     |
| **GASOLINE STATE ISSUED TRAVEL CARD CANNOT BE USED TO PUT GASOLINE IN YOUR PERSONAL VEHICLE** | • Must document date and amount                                           | • Must document date and amount                                             | • Must document date and amount                                           |
# Travel Expense Checklist - Local Funds

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<tr>
<td><strong>Prospective Employee</strong></td>
<td>• All of the above policy and procedure information is required for prospective employees except the State Hotel Occupancy Tax is allowable.</td>
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<td><strong>Registration</strong></td>
<td>Required Receipt must document:</td>
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<td>Required Receipt must document:</td>
</tr>
<tr>
<td></td>
<td>• name of the person attending</td>
<td>• name of the person attending</td>
<td>• name of the person attending</td>
</tr>
<tr>
<td></td>
<td>• full name of conference (no abbreviations)</td>
<td>• full name of conference (no abbreviations)</td>
<td>• full name of conference (no abbreviations)</td>
</tr>
<tr>
<td></td>
<td>• dates of conference and conference brochure indicating schedule of events</td>
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</tr>
<tr>
<td><strong>Professional Membership</strong></td>
<td>Required Receipt</td>
<td>Required Receipt</td>
<td>Required Receipt</td>
</tr>
<tr>
<td></td>
<td>• Full name of the organization (no abbrev)</td>
<td>• Full name of the organization (no abbrev)</td>
<td>• Full name of the organization (no abbrev)</td>
</tr>
<tr>
<td></td>
<td>• Organization is not listed on the State of TX ethics web site, if listed cannot pay portion of the fee for lobbying</td>
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<tr>
<td></td>
<td>• Dates of the membership</td>
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<tr>
<td></td>
<td>• If not in TAMUCC’s name then must document &quot;The payment would serve a proper public purpose and the agency would receive adequate consideration&quot;.</td>
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<td><strong>Cancellations</strong></td>
<td>• If traveler needs to cancel trip it must be done within the Vendor’s cancellation policy</td>
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<tr>
<td></td>
<td>• If cancellation is not done and there was not a business reason, traveler will be required to reimburse all charges paid by the University</td>
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Revised: 02/08/2019