

TRAVEL EXPENSE CHECKLIST – STATE FUNDS

ALL ORIGINAL RECEIPTS REQUIRED

EXPENSE	IN STATE	OUT OF STATE/FOREIGN	STUDENT FOREIGN
GENERAL INFO	<ul style="list-style-type: none"> • Travel Website link • State of TX Travel Guidelines • 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 link • State of TX Travel Guidelines • Must use the State Travel Management Program (STMP) unless there is a valid exception* (see below for valid exceptions) 	NOT ALLOWED
AIRFARE	<ul style="list-style-type: none"> • May only be purchased on State credit card issued through Citibank (University Travel card, or DART card) • Must use STMP contract airfare** 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, or DART card) • Must use STMP contract airfare** 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 	NOT ALLOWED
AIRLINE FEES	<ul style="list-style-type: none"> • Checked bags - one 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 - one checked bag allowed unless there are extenuating circumstances (must be documented) • Early Boarding - business justification must be documented. 	NOT ALLOWED

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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 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 must be approved in the same manner as airfare. - Amount of Fare 	NOT ALLOWED
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 	NOT ALLOWED
RENTAL CARS - REQUIRED VENDORS AND CONTRACT CODES AVIS - F999760 ENTERPRISE-UTS760 (Preferred) HERTZ – 2053818 (TAMUCC Local Contract)	<ul style="list-style-type: none"> • Must use STMP contract rental car vendors unless a valid exception is documented • Required Receipt just 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 (included in contract rate) 	<ul style="list-style-type: none"> • Must use STMP contract rental car vendors unless a valid exception is documented • Required Receipt just 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 (included in contract rate) 	NOT ALLOWED
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 • 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 4 employees that have the same itinerary. • Gas cannot be claimed if mileage is claimed. 	<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 • 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 4 employees that have the same itinerary. • Gas cannot be claimed if mileage is claimed. 	NOT ALLOWED

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MEALS	<ul style="list-style-type: none"> • Not Allowed on State issued Credit Card. • Expense will have to be out of pocket and reimbursement will take place after the expense has been incurred and trip is reconciled in Concur. • Best practice is 30-day reconciliation and at 90 days the Safe Harbor rules go into effect. 	<ul style="list-style-type: none"> • Not Allowed on State issued Credit Card. • Expense will have to be out of pocket and reimbursement will take place after the expense has been incurred and trip is reconciled in Concur. • Best practice is 30-day reconciliation and at 90 days the Safe Harbor rules go into effect. 	NOT ALLOWED
BUSINESS MEALS	<ul style="list-style-type: none"> • Not allowed with State Funds 	<ul style="list-style-type: none"> • Not allowed with State Funds 	NOT ALLOWED
LODGING	<ul style="list-style-type: none"> • Reimbursement allowed for actual lodging expenses up to maximum GSA rates <ul style="list-style-type: none"> - Refer to GSA site 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 rate is up to \$91. • Required Receipt must contain: <ul style="list-style-type: none"> - Name of guest - Itemization of all expense charged (day by day) - Payment or method of payment - May not be reimbursed for Texas Hotel Occupancy Tax • HIGHER LODGING NOT ALLOWED WITH STATE MONIES (Refer to Local) 	<ul style="list-style-type: none"> • Reimbursement allowed for actual lodging expenses up to maximum GSA rates <ul style="list-style-type: none"> - Refer to GSA site 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 rate is up to \$91. • Required Receipt must contain: <ul style="list-style-type: none"> - Name of guest - Itemization of all expense charged (day by day) - Payment or method of payment - May not be reimbursed for Texas Hotel Occupancy Tax • HIGHER LODGING NOT ALLOWED WITH STATE MONIES (Refer to Local) 	NOT ALLOWED

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PARKING	<ul style="list-style-type: none"> • Not Allowed on State issued Credit Card. • Expense will have to be out of pocket and reimbursement will take place after the expense has been incurred and trip is reconciled in Concur. • Best practice is 30-day reconciliation and at 90 days, the Safe Harbor rules go into effect. 	<ul style="list-style-type: none"> • Not Allowed on State issued Credit Card. • Expense will have to be out of pocket and reimbursement will take place after the expense has been incurred and trip is reconciled in Concur. • Best practice is 30-day reconciliation and at 90 days, the Safe Harbor rules go into effect. 	NOT ALLOWED
INCIDENTALS	<ul style="list-style-type: none"> • Not Allowed on State issued Credit Card. • Expense will have to be out of pocket and reimbursement will take place after the expense has been incurred and trip is reconciled in Concur. • Best practice is 30-day reconciliation and at 90 days, the Safe Harbor rules go into effect. 	<ul style="list-style-type: none"> • Not Allowed on State issued Credit Card. • Expense will have to be out of pocket and reimbursement will take place after the expense has been incurred and trip is reconciled in Concur. • Best practice is 30-day reconciliation and at 90 days, the Safe Harbor rules go into effect. 	NOT ALLOWED
TOLLS	<ul style="list-style-type: none"> • Not Allowed on State issued Credit Card. • Expense will have to be out of pocket and reimbursement will take place after the expense has been incurred and trip is reconciled in Concur. • Best practice is 30-day reconciliation and at 90 days, the Safe Harbor rules go into effect. 	<ul style="list-style-type: none"> • Not Allowed on State issued Credit Card. • Expense will have to be out of pocket and reimbursement will take place after the expense has been incurred and trip is reconciled in Concur. • Best practice is 30-day reconciliation and at 90 days, the Safe Harbor rules go into effect. 	NOT ALLOWED
PHONE/INTERNET	<ul style="list-style-type: none"> • Not Allowed on State issued Credit Card. • Expense will have to be out of pocket and reimbursement will take place after the expense has been incurred and trip is reconciled in Concur. • Best practice is 30-day reconciliation and at 90 days, the Safe Harbor rules go into effect. 	<ul style="list-style-type: none"> • Not Allowed on State issued Credit Card. • Expense will have to be out of pocket and reimbursement will take place after the expense has been incurred and trip is reconciled in Concur. • Best practice is 30-day reconciliation and at 90 days, the Safe Harbor rules go into effect. 	NOT ALLOWED

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GASOLINE	<ul style="list-style-type: none"> • Not Allowed on State issued Credit Card. • Expense will have to be out of pocket and reimbursement will take place after the expense has been incurred and trip is reconciled in Concur. • Best practice is 30-day reconciliation and at 90 days, the Safe Harbor rules go into effect. 	<ul style="list-style-type: none"> • Not Allowed on State issued Credit Card. • Expense will have to be out of pocket and reimbursement will take place after the expense has been incurred and trip is reconciled in Concur. • Best practice is 30-day reconciliation and at 90 days, the Safe Harbor rules go into effect. 	NOT ALLOWED
PROSPECTIVE EMPLOYEE	<ul style="list-style-type: none"> • All of the above policy and procedure information is required for prospective employees except the State Hotel Occupancy Tax is allowable. 	<ul style="list-style-type: none"> • All of the above policy and procedure information is required for prospective employees except the State Hotel Occupancy Tax is allowable. 	NOT ALLOWED
REGISTRATION	<ul style="list-style-type: none"> • Not Allowed on State issued Credit Card. • Expense will have to be out of pocket and reimbursement will take place after the expense has been incurred and trip is reconciled in Concur. • Best practice is 30-day reconciliation and at 90 days, the Safe Harbor rules go into effect. 	<ul style="list-style-type: none"> • Not Allowed on State issued Credit Card. • Expense will have to be out of pocket and reimbursement will take place after the expense has been incurred and trip is reconciled in Concur. • Best practice is 30-day reconciliation and at 90 days, the Safe Harbor rules go into effect. 	NOT ALLOWED
PROFESSIONAL MEMBERSHIP	<ul style="list-style-type: none"> • Not Allowed on State issued Credit Card. • Expense will have to be out of pocket and reimbursement will take place after the expense has been incurred and trip is reconciled in Concur. • Best practice is 30-day reconciliation and at 90 days, the Safe Harbor rules go into effect. 	<ul style="list-style-type: none"> • Not Allowed on State issued Credit Card. • Expense will have to be out of pocket and reimbursement will take place after the expense has been incurred and trip is reconciled in Concur. • Best practice is 30-day reconciliation and at 90 days, the Safe Harbor rules go into effect. 	NOT ALLOWED

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*Valid Exceptions for the purchase of travel services not on the 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		5. In Travel Status	
2. Efficient use of services.		6. Group Program	
3. Special Needs, Health, Safety, Physical Disability		7. Emergency Response	
4. Custodian of Persons		8. Legally Required Attendance	
T.A.C. Rule 125.3			
**For more information on State Contract Airfare within Concur			
See the following website for contract hotel vendors https://portal.cpa.state.tx.us/hotel/hotel_directory/map.cfm?fy=2018			
			Revised: 8/20/2018