Texas A&M University-San Antonio

21.99.99.O0.01 Travel Procedures

Approved: May 22, 2009
Revised: December 1, 2009
Revised: February 24, 2010
Revised: April 7, 2011
Revised: June 22, 2011
Revised: December 17, 2011
Next Scheduled Review: December 16, 2012

Procedure Statement

This establishes the procedures that Texas A&M University-San Antonio (TAMU-SA) will follow regarding travel entitlements and procedures.

Reason for Procedure

A state employee is entitled to reimbursement of certain travel expenses required by the employing agency to conduct official state business. The amount of reimbursement is subject to certain limitations as prescribed by Chapter 660 of the Texas Government Code, the General Appropriations Act and rules adopted by the Comptroller. This procedure is necessary to inform faculty and staff of their travel entitlements and process they must follow to be entitled to these entitlements.

Definitions

Blanket Travel Leave Request Form – Form used in lieu of a Travel Leave Request Form that authorizes travel over a period of time for whatever purpose is designated on the form. These forms help to minimize the administrative burden for university employees who travel frequently throughout the year. This form must be approved by the traveler’s Division Head. All travel under this form must be approved in advance by the traveler’s supervisor.

Business Day – Any weekday except a weekday on which a national or state holiday occurs.

Business Meal Expense – A cost for an individual meal incurred within a traveler’s designated headquarters associated with official university business or cost of meals for two or more individuals associated with the conduct of official university business within or external to the designated headquarters.

Cancellation Charge – A fee, charge or payment that a provider of travel services assesses because of the cancellation or change of a travel reservation or other travel plan. For example, a non-refundable purchase of an airline ticket becomes a cancellation charge when the ticket becomes unusable because of changed travel plans. Texas Government Code Section 660.002(3)

Commercial Lodging Establishment: (1) a motel, hotel, inn, apartment, house or similar establishment that provides lodging to the public for pay; or (2) a person or establishment that provides lodging for pay that the Comptroller determines to have a sufficient number of the characteristics of a commercial lodging establishment for the purposes of the Travel Regulations Act. Texas Government Code Section 660.002(5) The term includes lodging provided by: (1) a governmental entity on property controlled by that entity; or (2) a religious organization on property controlled by that organization; or (3) a private educational institution on property controlled by that institution.

Commercial Transportation Company – A company or individual that transports people or goods at a cost. Texas Government Code Section 660.002(6)

Comptroller – The Texas Comptroller of Public Accounts.

Contiguous United States – The District of Columbia plus the 48 mainland U.S. states. Alaska and Hawaii are the only states not included.

County – When used in a provision that applies to states other than Texas, this term includes a parish of Louisiana.
**Delegation of Authority** – Process by which the President delegates in writing authority to individuals to authorize/approve Travel Leave Request Forms and Request for Reimbursement of Travel Expenses Forms.

**Division** – A division is an organization whose head reports directly to the President. For example, all offices and individuals falling under the direction of the Vice President for Finance and Administration are considered to be under the Division of Finance and Administration.

**Division Head** – The individual who is responsible for the leadership and management of a division.

**Designated Headquarters** – The area within a 30 mile radius of the boundaries of the city in which a state employee’s place of employment is located. If an employee’s place of employment is located within an unincorporated area, then the area within a five-mile radius of the place of employment is the employee’s designated headquarters. If an incorporated municipality or an unincorporated area is completely surrounded by the incorporated municipality in which an employee’s place of employment is located, then the employee’s designated headquarters includes the surrounded municipality or area.

**Disability** – A physical or mental impairment of an individual that substantially limits one or more major life activities of the individual. Texas Government Code Section 660.002(8).

**Duty Point** – The destination, other than a place of employment, to which a state employee travels to conduct official state business. If the destination is outside the employee’s designated headquarters, then the duty point is either the incorporated municipality in which the destination is located or the unincorporated area within a five-mile radius of the destination. Texas Government Code Section 660.002(9).

**Educational and General Funds** – Net tuition; special course fees charged under Texas Education Code Section 54.051(e), (l); lab fees; student teaching fees; organized activity fees; proceeds from the sale of educational and general equipment; indirect cost recovery fees; or hospital and clinic fees received by a state-owned clinical care facility that is operated using general revenue fund appropriations for patient care.

**Educational Organization** – An association that is organized and operated exclusively for an educational purpose, but only if no part of the association’s net earnings benefit a private individual. Texas Tax Code Section 156.102(a) A state college or university meets this requirement only if the institution meets the definition of a Texas institution of higher education in the Texas Education Code. Texas Tax Code Section 156.102(b) (2).
Electronic Signature – An electronic identifier intended by the person using it to have the same force and effect as the use of a manual signature.

Fiscal Year – Has the meaning assigned to appropriation year in USAS.

General Appropriations Act – The Texas General Appropriations Act (GAA) covering fiscal years 2008-09 or a subsequent GAA to the extent it is consistent with the GAA for fiscal years 2008-09.

Gratuity – Something given voluntarily or beyond obligation, usually in response to or in anticipation of a service.

Incidental Expense – An expense incurred while traveling on official state business. The term includes a mandatory insurance or service charge and an applicable tax, except a tax based on the cost of a meal. The term does not include a meal, lodging or transportation expense, a personal expense, an expense that an individual would incur regardless of whether the individual were traveling on official state business, a tip or a gratuity. Texas Government Code Section 660.002(10).

Include – Used as a term of enlargement and not of limitation or exclusive enumeration. The use of the term does not create a presumption that components not expressed are excluded. Texas Government Code Section 311.005(13).


Institutional Funds – All funds collected at an institution of higher education that are not educational and general funds. Texas Government Code Section 660.002(11), Texas Education Code Section 51.009(b).

Lease – A contract with a term of at least one month that gives the lessee possession and use of property or equipment while the lessor retains ownership of it. Texas Government Code Section 660.002(14).

Lodging Expense – A charge imposed by a commercial lodging establishment as consideration for providing lodging. The term does not include money paid as a donation, gratuity or tip to the establishment. Texas Government Code Section 660.113(a)

May Not – A prohibition against a specified action. The term does not mean "might not" or its equivalents. Texas Government Code Section 311.016(5)
Meal Expense – The cost of a meal plus any tax that is based on the meal's cost, and up to a 15% gratuity.

National or State Holiday – Holidays listed in Texas Government Code Section 662.003(a)-(b). The term does not include a day that the General Appropriations Act (GAA) prohibits observing as a national or state holiday.

Non-Working Hours – All hours in a calendar day except working hours.

Payroll Document – The information that a state agency submits to the Comptroller for the purpose of requesting the Comptroller to pay compensatory or salary per diem on the agency’s behalf or to reimburse a state employee on the agency’s behalf for a meal expense incurred while engaged in non-overnight travel.

Person – Includes an individual, corporation, organization, government or governmental subdivision or agency, business trust, estate, trust, partnership, association or any other legal entity. Texas Government Code Section 311.005(2).

Place of Employment – The office or other location at which a state employee most frequently conducts official state business. Texas Government Code Section 660.002(15).

Prospective State Employee – An individual that a state agency considers for employment with the agency. The term includes an employee of a state agency who is considered for employment by another state agency. Texas Government Code Section 660.002(16).

Rented or Public Conveyance – A motor vehicle, train, aircraft, boat or bicycle that a state employee rents or pays a fare to use for a period of less than one month. Texas Government Code Section 660.002(18).

State Agency – A unit of state government that uses appropriated funds to pay or reimburse a travel expense of a state employee. This includes the Teacher Retirement System of Texas and the Employees Retirement System of Texas. Texas Government Code Section 660.002(19).

Self-procured Travel Expenses – Travel expenses paid for by the traveler, such as, car rentals, airfares, and hotel accommodations, using the traveler’s personal funds.

State Employee – An individual employed by a state agency, including a key official. Texas Government Code Section 660.002(20). The term includes prospective state employees and aircraft pilots.
**Travel Document** – A term used in USAS. A travel document consists of one or more travel vouchers or transactions.

**Travel Expense** – A meal, lodging, transportation or incidental expense. Texas Government Code Section 660.002(21).


**Travel Voucher** – The information that a state agency submits to the Comptroller for the purpose of requesting the Comptroller to pay or reimburse a travel expense on the agency’s behalf. If the information is submitted electronically, then the term means only the information the Comptroller requires to be entered into USAS before the Comptroller can make the payment or reimbursement. In USAS, the term is equivalent to the type of payment transaction that requests the Comptroller to pay or reimburse a travel expense.

**University Travel Leave Request Form** – Form used to authorize travel outside of the designated headquarters.

**University Request for Reimbursement of Travel Expenses Form** – The paper or electronic form approved by the Vice President for Finance and Administration that is completed for the purpose of (1) submitting a Request for Reimbursement of Travel Expenses Form for payment of travel entitlements, (2) supporting the legality and fiscal responsibility of a travel payment or reimbursement, or (3) for both purposes.

**Unit of State Government** – Includes all of the following:

- a community center established under Texas Health and Safety Code Section 534.001(a);
- a local workforce development board created under Texas Government Code Chapter 2308, Subchapter F;
- an institution of higher education;
- a council of governments. Texas Government Code Section 660.002(22), General Appropriations Act Article IX, Section 5.01(2)

**USAS** – The Uniform Statewide Accounting System.

**Vicinity Travel** – Official University travel within the designated headquarters.

Baltimore/Washington International Airport.

**Work Day** – A day on which a particular state employee is regularly required to conduct official state business.

**Working Hours** – The hours during which a state employee is regularly scheduled to conduct official state business.

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**Official Process**

1. **General:**
   1.1. The Texas Comptroller of Public Accounts created *textravel* to help state agencies and institutions of higher education to assist in complying with the state travel laws and rules enacted by the legislature.

   1.2. All state officers and employees should be familiar with the guide because they must comply with it before their travel expenses may be paid or reimbursed.

   1.3. Every request, to the university’s designated individual authorized to procure travel services for a division(s) for hotel accommodations, airfares, and/or rental cars must be accompanied by a completed Travel Leave Request Form. This person, along with the person delegated authority to approve Travel Leave Request Forms, are responsible for ensuring that the most economical travel services are procured that meet the requirements of the purpose of the travel.

   1.4. Effective September 1, 2009, reimbursement of meals and lodging will be based on the maximums published by the General Services Administration See GSA website - [www.gsa.gov/portal/category/21287](http://www.gsa.gov/portal/category/21287).

   1.5. Taxi, parking, and tolls are reimbursable. Receipts are required for reimbursement.

   1.6. Approved registration fees for conferences, workshops, or seminar fees are reimbursable. Agenda and proof of payment is required for reimbursement.

   1.7. All University Request for Reimbursement of Travel Expenses Forms must be reviewed by a division administrative assistant within the traveler’s division for accuracy and completeness prior to submission.

   1.8. If MapQuest does not have the specific origin or destination address, the closest point to the origin or destination will be used to calculate
mileage reimbursements.

1.9. All original receipts must be attached to the Request for Reimbursement of Travel Expenses Form, including bills prepaid by the university.

1.10. The traveler should make a copy of his/her completed Request for Reimbursement of Travel Expenses Form, including receipts, for their records. Payment of travel entitlements will be made within fifteen (15) business days after the accounting department receives a properly completed university Request for Reimbursement of Travel Expenses Form and required supporting documentation.

2. **TAMU-SA Responsibilities:**
   2.1. Division and Department Heads must ensure their employees are properly trained on travel procedures and keep them informed of any changes in travel procedures.

3. **Employee Responsibilities:**
   3.1. Employees must ensure that their travel complies with applicable laws, policies, regulations, rules, and procedures and must not seek reimbursement for travel expenses that were not incurred by the employee or have been paid or provided for by other means.

   3.2. The State Comptroller is required by law to properly audit all claims submitted for payment. Therefore, all payment transactions are subject to audit regardless of amount or materiality. It is the responsibility of each employee to request clarification regarding any travel entitlement the employee seeks reimbursement for if they are not certain they are entitled to such reimbursement.

4. **Travel Procedures:**
   4.1. The University Travel Leave Request Form must authorize airfare, hotel, and/or rental car (travelers traveling under a Blanket Travel Form are automatically authorized to have necessary airfare, rental car, and hotel accommodations procured on their behalf to perform their official university travel). The traveler must submit the applicable airfare, rental car, and/or hotel request form to their division's designated individual authorized to procure these services. Signature of the traveler on the applicable form ensures that the information needed to procure the services is correct and it also holds the traveler accountable for the services procured. Self-procured hotel accommodations, airfares, or rental cars will only be reimbursed when accompanied by a letter from the division head or the President justifying why the service was self-procured. Self-procured airfares, rental cars, and hotel accommodations should be the exception since the university has created procedures to ensure the most economical
procurement of these services.

4.2. The airfare form must be submitted fourteen (14) business days (when practical) in advance of travel to the division’s designated individual. This helps to ensure that the most economical airfare is procured for the traveler.

4.3. A completed rental car and/or hotel reservation form must be submitted at least three (3) business days in advance of travel to the division’s designated individual.

4.4. **Commercial Air Transportation:**
   4.4.1. Airfare receipts must include the following information:
       - 4.4.1.1. Name of Employee
       - 4.4.1.2. Airline
       - 4.4.1.3. Ticket number and Class
       - 4.4.1.4. Travel Dates
       - 4.4.1.5. Origin and Destination
       - 4.4.1.6. Price
   4.4.2. Airfares must be procured by the division’s designated individual responsible for procuring airfares for their department.
   4.4.3. The traveler, and the person delegated authority to approve the travel leave request form, are responsible for ensuring the procurement of the most economical means of transportation, for example, use of rental car, privately owned vehicle, or air transportation.

4.5. **Lodging:**
   4.5.1. Texas State Sales tax is not reimbursable. Hotels must be provided a sales tax exemption certification.
   4.5.2. Lodging accommodations should be procured by the division’s designated individual responsible for procuring lodging for their department.
   4.5.3. Receipts must include: the name and address of commercial lodging establishment, the name of the employee, the single room rate, a daily itemization of the lodging charges, and proof of payment indicating a zero balance.
   4.5.4. Overages for lodging expenses are only paid with proper approval (division head or president) and available funding.
4.5.5. Sharing Lodging:
4.5.5.1. If self-procured, each employee must claim their share of the lodging expense up to the allowable maximum lodging amount per employee.
4.5.5.2. If the name on the lodging receipt is different, then the employee must provide proof that the expense was incurred. The proof may be in a form of a credit card slip, a credit card billing, a cancelled check, or a receipt from the individual.

4.6. Meals:
4.6.1. A traveler requiring lodging away from their designated headquarters will be paid a meal allowance as outlined by the General Service Administration. If a breakfast, lunch, or dinner (not pastries or light snacks) is consumed by the traveler while in this travel status, at no cost to the traveler, or the traveler purchases a meal with a travel card, the traveler is not entitled to the applicable GSA meal allowance for that meal. It is the responsibility of the traveler to identify on their Request for Reimbursement of Travel Expenses Form any meals consumed at no cost to them. The traveler is still entitled to a meal per diem if a meal was provided as part of a conference/registration fee, but the traveler elected or was not able to consume the meal. Travel/conference agendas, when made available by the host of a conference or meeting, must be submitted with the University Request for Reimbursement of Travel Expenses Form. These agendas help determine travel days and entitlements. For example, if a conference begins at 8:00 a.m. on Monday in College Station, and the traveler departs in a rental car to College Station on Friday, the traveler would not be entitled to have the university pay or reimburse the traveler for hotel accommodations for Friday or Saturday evenings, or for rental car charges for Friday or Saturday. In addition, no meal allowances would be paid for Friday or Saturday.

4.6.2. Receipts for meals are not required. The individual travelling will be paid the meals and meal incidental expense per diem posted on the GSA website. Documentation of meal charges is not required or accepted.

4.6.3. A meal per diem is not authorized while travelling under official university business within the designated headquarters or outside of the designated headquarters that does not require an overnight lodging stay. However, a meal
or business meal expense, associated with official university business, can be reimbursed or paid using a p-card, if associated with official university business. The traveler will be reimbursed the actual cost of the meal and up to a 15% gratuity and state tax if reimbursed with non state funds. A receipt is required for the meal to be reimbursed.

4.6.4 A business meal expense, plus tax and up to a 15% gratuity, procured within or outside of the designated headquarters can be reimbursed with non state funds utilizing the university’s Business Expense Form. A receipt for this reimbursement is required. The traveler will be reimbursed the actual cost of the meal up to the maximum allowed under the state Travel Reimbursement Rates plus tax and 15% gratuity when paid with non state funds. A business meal, to include tax and up to a 15% gratuity, can be purchased using a p-card, if approved by the approving authority. A meal per diem allowance, when entitled, will not be paid when a business meal is purchased. All requests for reimbursement of business meal expenses or payments utilizing a p-card must be accompanied by a statement, signed by the claimant, that indicates who attended the meeting, why the meeting was held, where the meeting was held, and when the meeting took place.

4.7. Rental Vehicles:

4.7.1. Rental vehicle should be procured by the designated university authority responsible for procuring rental cars for the traveler’s division. The traveler and the person delegated authority to approve the University Travel Leave Request Form are responsible for ensuring the procurement of the most economical means of transportation. For example, if the traveler would like to drive their personal vehicle, the cost of mileage reimbursement versus costs associated with a rental car for the same travel should be considered in making the determination regarding what mode of travel should be taken. There may be instances where the most economical form of transportation is not feasible due to other considerations.

4.7.2. Rental car receipts must be provided upon returning vehicle.

4.7.3. COMDATA Fuel cards and State Travel Cards are not authorized for use with a rental vehicle. However, a state travel card may be used to purchase gas for a rental car.
4.7.4. Gasoline purchases for a rental car are reimbursable. Gas receipts are required for reimbursement. All receipts must be taped down to an 8 ½ x 11 sheet of paper. This helps to expedite the processing of your Request for Reimbursement of Travel Expenses Form. Please check with your department’s designated individual authorized to procure travel services for their department.

4.8. Incidental Expenses: The following are reimbursable when associated with official travel if accompanied by a receipt:
   4.8.1. Business phone calls
   4.8.2. Excess baggage charges
   4.8.3. Internet charges
   4.8.4. Repair charges when a state-owned vehicle is used
   4.8.5. Copying charges
   4.8.6. Freight charges for state equipment or materials
   4.8.7. Notary fees
   4.8.8. Books or documents purchased while attending a seminar or conference
   4.8.9. Fax charges

4.9. Mileage Reimbursement for Travel Using a Privately Owned Vehicle:
   4.9.1. Mileage reimbursement is authorized when a traveler is authorized to use their privately owned vehicle for official university business to include travel within the designated headquarters.

   4.9.2. Privately owned vehicles must be insured. The University does not insure privately owned vehicles used for official university business.

   4.9.3. Travel from one TAMU-SA campus location to another and return to the individual’s place of employment is reimbursable. Neither a MapQuest print supporting the distance nor a University Travel Leave Request Form are required to support payment of this mileage. However, a University Request for Reimbursement of Travel Expenses Form must be completed along with a university mileage log.

   4.9.4. Travel from an employee’s place of employment to another duty location within the designated headquarters (other than another campus site) and return to the employee’s place of employment is reimbursable. A MapQuest print is required to support the “shortest
distance” or “shortest time” traveled that is not between one campus and another campus location. If extenuating circumstances do not allow you to travel using either the “shortest distance” or “shortest time,” a print of the actual route traveled and a note on the mileage log is required explaining why either the “shortest distance” or “shortest time” did not meet your travel needs. All mileage reimbursement requests must include a completed university mileage log and University Request for Reimbursement of Travel Expenses Form. A University Travel Leave Request Form is not required for reimbursement.

4.9.5 Travel from a place of employment to a duty location within the designated headquarters and then to home is reimbursable to the extent the travel distance exceeds the distance from the employee’s place of employment to the employee’s home. Using a MapQuest print, to support the “shortest distance” or “shortest time” traveled, along with a university mileage log and University Request for Reimbursement of Travel Expenses Form must be submitted for payment. If extenuating circumstances do not allow you to travel using either the “shortest distance” or “shortest time,” a print of the actual route traveled and a note on the mileage log is required explaining why either the “shortest distance” or “shortest time” did not meet your travel needs. A University Travel Leave Request Form is not required.

4.9.6 Travel from home to a duty location within the designated headquarters and then to employee’s place of employment is reimbursable to the extent the travel distance exceeds the distance from the employee’s home to the employee’s place of employment. A MapQuest print, to support the “shortest distance” or “shortest time” traveled, along with a university mileage log and University Request for Reimbursement of Travel Expenses Form must be completed. If extenuating circumstances do not allow you to travel using either the “shortest distance” or “shortest time,” a print of the actual route traveled and a note on the mileage log is required explaining why either the “shortest distance” or “shortest time” did not meet your travel needs. A University Travel Leave Request Form is not required for reimbursement.

4.9.7 Mileage reimbursement for travel that is outside of the
employee’s designated headquarters will require submission of a University Travel Leave Request Form, University Request for Reimbursement of Travel Expenses Form, and MapQuest prints to support the “shortest distance” or “shortest time” traveled. If extenuating circumstances do not allow you to travel using either the “shortest distance” or “shortest time,” a print of the actual route traveled and a note on the mileage log is required explaining why either the “shortest distance” or “shortest time” did not meet your travel needs.

4.9.8 Travel from home to place of employment and back to home is not reimbursable.

4.9.9 A University Request for Reimbursement of Travel Expenses Form and other required documentation (mileage log and MapQuest prints if necessary) and signatures, for travel within the designated headquarters (also known as vicinity travel), must be received by the Accounting Department by the 15th business day of each month following the month in which the travel occurred to be eligible for processing/payment. Only vicinity travel incurred on days within the previous month will be reimbursed. REQUEST FOR REIMBURSEMENT OF TRAVEL EXPENSES FORMS NOT RECEIVED WITHIN THIS TIMEFRAME WILL NOT BE PROCESSED FOR PAYMENT WITH THE EXCEPTION THAT THE PERIOD FOR SUBMITTING THE UNIVERSITY REQUEST FOR REIMBURSEMENT OF TRAVEL EXPENSES FORM WILL BE EXTENDED BY EACH DAY OF SICK OR VACATION LEAVE TAKEN DURING THIS 15 BUSINESS DAY PERIOD. The traveler must submit documentation from LeaveTraq to be entitled to this extension.

4.9.10 COMDATA Fuel cards and State Travel Cards are not authorized for use with Privately Owned Vehicles.

4.9.11 Mileage between campuses will be allocated as outlined in the chart below. A university mileage log and University Request for Reimbursement of Travel Expenses Form must be submitted for payment. A University Travel Leave Request Form and MapQuest print are not required.
<table>
<thead>
<tr>
<th></th>
<th>Main Campus</th>
<th>Gillette Campus</th>
<th>St. Joseph Campus</th>
<th>TEEX</th>
<th>Brooks</th>
<th>AUC</th>
</tr>
</thead>
<tbody>
<tr>
<td>Main Campus</td>
<td>N/A</td>
<td>4 Miles</td>
<td>10 Miles</td>
<td>8 Miles</td>
<td>11 Miles</td>
<td>28 Miles</td>
</tr>
<tr>
<td>Gillette Campus</td>
<td>4 Miles</td>
<td>N/A</td>
<td>4 Miles</td>
<td>8 Miles</td>
<td>11 Miles</td>
<td>25 Miles</td>
</tr>
<tr>
<td>St. Joseph Campus</td>
<td>10 Miles</td>
<td>4 Miles</td>
<td>N/A</td>
<td>9 Miles</td>
<td>8 Miles</td>
<td>19 Miles</td>
</tr>
<tr>
<td>TEEX</td>
<td>8 Miles</td>
<td>8 Miles</td>
<td>9 Miles</td>
<td>N/A</td>
<td>3 Miles</td>
<td>21 Miles</td>
</tr>
<tr>
<td>Brooks</td>
<td>11 Miles</td>
<td>11 Miles</td>
<td>8 Miles</td>
<td>3 Miles</td>
<td>N/A</td>
<td>21 Miles</td>
</tr>
<tr>
<td>AUC</td>
<td>28 Miles</td>
<td>25 Miles</td>
<td>19 Miles</td>
<td>21 Miles</td>
<td>21 Miles</td>
<td>N/A</td>
</tr>
</tbody>
</table>

4.9.12 Mileage from an employee’s home to a temporary duty point and return to home is reimbursable (e.g., Graduation, special events on the weekend).

4.9.13 Mileage reimbursement rate per mile is determined by Texas Mileage Guide - [http://ecpa.cpa.state.tx.us/mileage/Year2010Redirect.jsp](http://ecpa.cpa.state.tx.us/mileage/Year2010Redirect.jsp)

4.9.14 Gas is not reimbursable when using a privately owned vehicle (gas and maintenance is factored into the mileage reimbursement rate).

4.10. Travel to Washington D.C. Area:
4.10.1. Seven (7) days prior to travel date, the traveler is required to inform the Office of State-Federal-Relations (OSFR).

4.10.2. Office notification will be submitted via OSFR Website: [http://governor.state.tx.us/osfr/forms/state_funded_DC_travel/](http://governor.state.tx.us/osfr/forms/state_funded_DC_travel/)

4.10.3. TAMU-SA agency code is 749.

4.11. Foreign Travel
4.11.1. Travel Procedure will be followed as outlined in section 4 and all foreign travel must be approved by the President.

4.11.2. If appropriated funds are to be used for foreign travel, (excluding Mexico and Canada) approval is required thirty
(30) days in advance by the Chancellor.

4.11.3. Submission for appropriated travel must be completed on the appropriate form 
http://www.tamus.edu/assets/files/budgets-acct/pdf/foreignTravel.pdf

4.11.4 All lodging and meals are restricted to actual amounts in U.S. Dollars. Funds will be exchanged using the following website - http://www.onada.com/conver/classic

4.12 Prospective Employee Travel
4.12.1. TAMU-SA can request that a prospective employee travel for the purposes of an interview or an evaluation.

4.12.2. The TAMU-SA employee requesting the prospective employee to travel will follow the instruction outlined in section 4 for procurement of airfare, lodging, and per diem.

4.12.3. A University Request for Reimbursement of Travel Expenses Form must be submitted by the prospective employee along with a W-9 to the department’s designated individual who sponsored the individual’s travel.

4.13 Submission of Request for Reimbursement of Travel Expenses Form Not Associated with Travel Within the Designated Headquarters
4.13.1 A University Request for Reimbursement of Travel Expenses Form and other required documentation (University Travel Leave Request Form, MapQuest prints when using privately owned vehicle…) for travel under this section must be received by the Accounting Department by the 15th business day after the last day of travel to be eligible for processing/payment. REQUEST FOR REIMBURSEMENT OF TRAVEL EXPENSES FORMS NOT RECEIVED WITHIN THIS TIMEFRAME WILL NOT BE PROCESSED FOR PAYMENT WITH THE EXCEPTION THAT THE PERIOD FOR SUBMITTING THE UNIVERSITY REQUEST FOR REIMBURSEMENT OF TRAVEL EXPENSES FORM WILL BE EXTENDED BY EACH DAY OF SICK OR VACATION DAY TAKEN DURING THIS 15 BUSINESS DAY PERIOD. The traveler must submit documentation from LeaveTraq to be entitled to this extension.

4.14. Submission of Request for Reimbursement of Travel Expenses Form at the End of the Fiscal Year
4.14.1. A completed University Request for Reimbursement of Travel Expenses Form and other required documentation must be submitted to the Accounting Department within 15 business days after completion of travel or on August 31st, whichever date is sooner. For example, travel ending August 25th must be filed by August 31st. “Submitted” means the traveler has completed the Request for Reimbursement of Travel Expenses Form, has obtained all required signatures, and the university Request for Reimbursement of Travel Expenses Form is delivered to the Accounting Department with all required documentation. A COMPLETED UNIVERSITY REQUEST FOR REIMBURSEMENT OF TRAVEL EXPENSES FORM NOT RECEIVED WITHIN THE ABOVE LISTED TIMEFRAMES WILL NOT BE PROCESSED FOR PAYMENT WITH THE EXCEPTION THAT THE ABOVE DEADLINES MAY BE EXTENDED FOR EACH SICK OR VACATION DAY TAKEN WITHIN THE TIMEFRAMES MENTIONED ABOVE. The traveler must submit documentation from LeaveTraq to be entitled to this extension.
Related Statutes, Policies, or Requirements

**Textravel**

Travel Allowance Guide 2006

**Contracted Hotel Directory**

Out-of-State Per Diem Rates – GSA

**Foreign Currency Converter**

**MapQuest**

Texas Mileage Guide

Window on State Government

**Request for Washington D.C. Travel**

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**Forms**

**Travel Leave Request Form (in-state, out-of-state and foreign)**

**Blanket Travel**

**Request for Travel Reimbursement (Instructions)**

**Request for Reimbursement of Travel Expenses**

**Travel Reimbursement Checklist**

**Employee Reimbursement Direct Deposit Authorization**

**Texas Hotel Occupancy Tax Exemption Certificate**

**Motor Vehicle Rental Exemption Certificate**
Request for Washington D.C. Travel

Car Rental Request Form and Instructions

Air Travel Request Form and Instructions

Hotel Request Form and Instructions

Mileage Log

Contact Office

Accounting Department: (210) 784-2011/2012