

TRAVEL EXPENSE CHECKLIST-LOCAL FUNDS

Travel

Expense	In State	Out of State	Foreign
General Info	<ul style="list-style-type: none"> -Travel Website http://fmo.tamu.edu/accounts-payable/travel/ -Disbursement Guidelines http://fmo.tamu.edu/media/64789/disbursement_manual.pdf -At the discretion of the department head the actual expenses for meals and lodging may be reimbursed. -Local funds do not have to follow STMP guidelines regarding the use of contract vendors -For any receipt that does not show payment information proof of payment will be required 	<ul style="list-style-type: none"> -At the discretion of the department head the actual expenses for meals and lodging can be reimbursed. -Local funds do not have to follow STMP guidelines regarding the use of contract vendors -For any receipt that does not show payment information proof of payment will be required 	<ul style="list-style-type: none"> -ALL FOREIGN TRAVEL REQUIRES pre-approval via Concur Travel Request by the dean/appropriate vice president or delegate -Travel Advisories- countries with travel advisories requires prior approval of the President
Airfare	<p>Required Receipt must contain:</p> <ul style="list-style-type: none"> -Name of Passenger -Airline Ticket Number -Class of Flight-if business class must be approved by the Dean or appropriate Vice Pres -Itinerary-dates and all flight segments -Method of Payment -Amount 	<p>Required Receipt must contain:</p> <ul style="list-style-type: none"> -Name of Passenger -Airline Ticket Number -Class of Flight-if business class must be approved by the Dean or appropriate Vice Pres -Itinerary-dates and all flight segments -Method of Payment -Amount 	<p>Required Receipt must contain:</p> <ul style="list-style-type: none"> -Name of Passenger -Airline Ticket Number -Class of Flight-if business class must be approved by the Dean or appropriate Vice Pres -Itinerary-dates and all flight segments -Method of Payment -Amount
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 	<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
Taxis, Shuttles, Buses and Trains (Between City Transportation)	<p>Required Receipt must contain:</p> <ul style="list-style-type: none"> -Itinerary -Class-first class must be approved in the same manner as airfare -Amount of Fare 	<p>Required Receipt must contain:</p> <ul style="list-style-type: none"> -Itinerary -Class-first class must be approved in the same manner as airfare -Amount of Fare 	<p>Required Receipt must contain:</p> <ul style="list-style-type: none"> -Itinerary -Class-first class must be approved in the same manner as airfare -Amount of Fare
Taxis, Shuttles, Buses and Trains (In City Transportation)	<p>Must provide:</p> <ul style="list-style-type: none"> -Origin and destination -Date -Amount 	<p>Must provide:</p> <ul style="list-style-type: none"> -Origin and destination -Date -Amount 	<p>Must provide:</p> <ul style="list-style-type: none"> -Origin and destination -Date -Amount
Rental Cars - Preferred Vendors and contract codes Avis - F999711 Enterprise - TX711 National - TX711	<p>Required Receipt must contain:</p> <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) 	<p>Required Receipt must contain:</p> <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) 	<p>Required Receipt must contain:</p> <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)
Mileage (up to the Federal Mileage Rate)	<p>Documentation of mileage must be from:</p> <ul style="list-style-type: none"> -Concur mileage calculator <p>or</p> <ul style="list-style-type: none"> -Odometer readings with a point to point breakdown <p>Mileage can only be claimed for one car out of every 4 employees that have the same itinerary. Gas can not be claimed if mileage is claimed</p>	<p>Same as in state except that a cost comparison must be done</p> <ul style="list-style-type: none"> -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. 	<p>Should not have mileage for Foreign travel with the exception for mileage to and from airport.</p>
Meals (Do not allow Per Diem)	<p>Must provide:</p> <ul style="list-style-type: none"> -Day by Day breakdown for the actual cost of meals If one meal is \$75 or more then receipt is required due to IRS requirements 	<p>Must provide:</p> <ul style="list-style-type: none"> -Day by Day breakdown for the actual cost of meals If one meal is \$75 or more then receipt is required due to IRS requirements 	<p>Must provide:</p> <ul style="list-style-type: none"> -Day by Day breakdown for the actual cost of meals If one meal is \$75 or more then receipt is required due to IRS requirements
Business Meals	<p>Receipt Required:</p> <ul style="list-style-type: none"> -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" 	<p>Receipt Required:</p> <ul style="list-style-type: none"> -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" 	<p>Receipt Required:</p> <ul style="list-style-type: none"> -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"
Lodging	<p>Required Receipt must contain:</p> <ul style="list-style-type: none"> -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 	<p>Required Receipt must contain:</p> <ul style="list-style-type: none"> -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 	<p>Required Receipt must contain:</p> <ul style="list-style-type: none"> -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

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	Must document date and amount	Must document date and amount	Must document date and amount
Prospective Employee	All of the above policy and procedure information is required for prospective employees except the State Hotel Occupancy Tax is allowable.	All of the above policy and procedure information is required for prospective employees except the State Hotel Occupancy Tax is allowable.	All of the above policy and procedure information is required for prospective employees except the State Hotel Occupancy Tax is allowable.
Registration	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	Required Receipt must document: -name of the person attending -full name of conference (no abbreviations) -dates of conference
Professional Membership	Required Receipt -Full name of the organization (no abbrev) -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 -Full name of the organization (no abbrev) -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 -Full name of the organization (no abbrev) -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"