

TRAVEL EXPENSE CHECKLIST-STATE FUNDS

Travel Expense	In State	Out of State
General Info	<p>-Travel Website http://fmo.tamu.edu/accounts-payable/travel/</p> <p>-State of Texas Travel Guidelines https://fmx.cpa.state.tx.us/fmx/travel/texttravel/index.php</p> <p>-Must use the State Travel Management Program (STMP) unless there is a valid exception (*see below for valid exceptions)</p>	<p>-Travel Website http://fmo.tamu.edu/accounts-payable/travel/</p> <p>-State of Texas Travel Guidelines https://fmx.cpa.state.tx.us/fmx/travel/texttravel/index.php</p> <p>-Must use the State Travel Management Program (STMP) unless there is a valid exception (*see below for valid exceptions)</p>
Airfare	<p>May only be purchased on state credit card issued through Citibank (University Travel Card, Dept Airfare Card, or DART Card)</p> <p>Must use STMP contract airfare(1) unless a valid exception* is documented</p> <p>Required Receipt must contain:</p> <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 	<p>May only be purchased on state credit card issued through Citibank (University Travel Card, Dept Airfare Card, or DART Card)</p> <p>Must use STMP contract airfare(1) unless a valid exception* is documented</p> <p>Required Receipt must contain:</p> <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
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
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
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
Rental Cars - Required Vendors and contract codes Avis - F999711 Advantage - 711TXC Enterprise - TX711	<p>Must use STMP contract rental car vendors(2) unless a valid exception* is documented</p> <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>Must use STMP contract rental car vendors(2) unless a valid exception* is documented</p> <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 State 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.

Meals	<p>Must provide:</p> <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://fm.x.cpa.state.tx.us/fm/travel/travelrates.php -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 rates is up to \$46 -Tips are not reimbursable on State Funds 	<p>Must provide:</p> <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://fm.x.cpa.state.tx.us/fm/travel/travelrates.php -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 rates is up to \$46 -Tips are not reimbursable on State Funds
Business Meals	Not allowed with State Funds	Not allowed with State Funds
Lodging	<p>-Reimbursement allowed for actual lodging expenses up to maximum GSA rate</p> <p>-Refer to GSA site for current rates https://fm.x.cpa.state.tx.us/fm/travel/travelrates.php</p> <p>-If the city is not listed, but the county is listed; use the rate of the county.</p> <p>-For areas not listed (city or county), the rate is up to \$85</p> <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 <p>May not be reimbursed for Texas Hotel Occupancy Tax</p>	<p>-Reimbursement allowed for actual lodging expenses up to maximum GSA rate</p> <p>-Refer to GSA site for current rates https://fm.x.cpa.state.tx.us/fm/travel/travelrates.php</p> <p>-If the city is not listed, but the county is listed; use the rate of the county.</p> <p>-For areas not listed (city or county), the rate is up to \$83</p> <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 <p>May not be reimbursed for Texas Hotel Occupancy Tax</p>
Parking	<p>Must provide:</p> <ul style="list-style-type: none"> -Date -Location -Amount for each parking expense incurred 	<p>Must provide:</p> <ul style="list-style-type: none"> -Date -Location -Amount for each parking expense incurred
Incidentals	<p>Must document what expense was for and amount</p> <ul style="list-style-type: none"> -Tips are not allowed on State Funds 	<p>Must document what expense was for and amount</p> <ul style="list-style-type: none"> -Tips are not allowed on State Funds
Tolls	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
Gasoline	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.
Registration	<p>Required Receipt must document:</p> <ul style="list-style-type: none"> -name of the person attending -full name of conference (no abbreviations) -dates of conference 	<p>Required Receipt must document:</p> <ul style="list-style-type: none"> -name of the person attending -full name of conference (no abbreviations) -dates of conference
Professional Membership	<p>Required Receipt</p> <ul style="list-style-type: none"> -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" 	<p>Required Receipt</p> <ul style="list-style-type: none"> -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"

*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.

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| 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

- (1) For more information on State Contract Airfare see the following URL
(2) Contracted Rental Car Agencies are as follows:
(3) See the following website for contract hotel vendors http://hotel.cpa.state.tx.us/hotel_directory/