

TRAVEL EXPENSE CHECKLIST-LOCAL FUNDS

Travel Expense	In State	Object Code	Out of State	Object Code	Foreign	Object Code
General Info	<ul style="list-style-type: none"> -Travel Website http://finance.tamu.edu/fmo/travel/ -Disbursement Guidelines http://finance.tamu.edu/fmo/purchase/docs/di_sbursement_manual.pdf -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"> -Travel to Mexico and Canada is considered out of state travel and not foreign. -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 by the dean/appropriate vice president or delegate -Travel Advisories- countries with travel advisories requires prior approval of the President -Convert foreign currency to US dollar using Oanda website or credit card statement -Receipts should be in English or traveler must identify vendor, location and detail charges 	
Airfare	<p>Should be Purchased with CBA</p> <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 	3011	<p>Should be Purchased with CBA</p> <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 	3111	<p>Should be Purchased with CBA</p> <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 	3310
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 	3011	<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 	3111	<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 	3310
Taxis, Shuttles, Buses and Trains (In City Transportation)	<p>No Receipt Required must provide:</p> <ul style="list-style-type: none"> -Origin and destination -Date -Amount (tips are not to be included, considered incidentals) 	3011	<p>No Receipt Required must provide:</p> <ul style="list-style-type: none"> -Origin and destination -Date -Amount (tips are not to be included, considered incidentals) 	3111	<p>No Receipt Required must provide:</p> <ul style="list-style-type: none"> -Origin and destination -Date -Amount (tips are not to be included, considered incidentals) 	3310
Rental Cars - Preferred Vendors and contract codes Avis - F999711 Advantage - 711TXC Enterprise - 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 	3010	<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 	3110	<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 	3310
Travel Agent/Booking Fee	<p>Required Receipt must show proof of payment:</p> <ul style="list-style-type: none"> -Booking Agent Receipt -Credit Card Statement 	3023	<p>Required Receipt must show proof of payment:</p> <ul style="list-style-type: none"> -Booking Agent Receipt -Credit Card Statement 	3123	<p>Required Receipt must show proof of payment:</p> <ul style="list-style-type: none"> -Booking Agent Receipt -Credit Card Statement 	3311
Mileage (up to the Federal Mileage Rate)	<p>Documentation of mileage must be from:</p> <ul style="list-style-type: none"> -Texas Mileage Guide (see Travel Website) -Odometer readings with a point to point breakdown 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 	3016	<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. 	3116	<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>No Receipt Required must provide:</p> <ul style="list-style-type: none"> -Day by Day breakdown for the actual cost of meals If one meal is >or = to \$75 then receipt is required due to IRS requirements 	3030	<p>No Receipt Required must provide:</p> <ul style="list-style-type: none"> -Day by Day breakdown for the actual cost of meals If one meal is >or = to \$75 then receipt is required due to IRS requirements 	3130	<p>No Receipt Required must provide:</p> <ul style="list-style-type: none"> -Day by Day breakdown for the actual cost of meals If one meal is >or = to \$75 then receipt is required due to IRS requirements 	3310
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. -If alcohol is purchased must use allowable account and code alcohol portion 6341 	6340	<p>Receipt Required:</p> <ul style="list-style-type: none"> -Internal Revenue Service's "five W's": who, what, where, when, and why. -If alcohol is purchased must use allowable account and code alcohol portion 6341 	6340	<p>Receipt Required:</p> <ul style="list-style-type: none"> -Internal Revenue Service's "five W's": who, what, where, when, and why. -If alcohol is purchased must use allowable account and code alcohol portion 6341 	6340
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 Will not pay for in Texas Hotel Occupancy Tax If the traveler has a guest(s) they need to document if this other person(s) was a state employee or a personal relation and state the amount of the single room rate 	3030	<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 If the traveler has a guest(s) they need to document if this other person(s) was a state employee or a personal relation and state the amount of the single room rate. - For areas outside the continental United States you must code it 3120 	3130	<p>Required Receipt must contain:</p> <ul style="list-style-type: none"> -Name of guest -Itemization of all expenses charged -Payment or method of payment If the traveler has a guest(s) they need to document if this other person(s) was a state employee or a personal relation and state the amount of the single room rate 	3310
Parking	<p>No Receipt Required must provide:</p> <ul style="list-style-type: none"> -Date -Location -Amount for each parking expense incurred 	3045	<p>No Receipt Required must provide:</p> <ul style="list-style-type: none"> -Date -Location -Amount for each parking expense incurred 	3145	<p>No Receipt Required must provide:</p> <ul style="list-style-type: none"> -Date -Location -Amount for each parking expense incurred 	3310

Incidentals	No Receipt Required 3025 -Tolls provide location, amount and date -Phone or Internet business charges -Tips provide service received, date and amount (see SAP 25.02.01.M2.05 for amount of tips allowed) -Gasoline expense -1 checked bag is allowed -Any other travel expenses not listed	No Receipt Required 3125 -Tolls provide location, amount and date -Phone or Internet business charges -Tips provide service received, date and amount (see SAP 25.02.01.M2.05 for amount of tips allowed) -Gasoline expense -1 checked bag is allowed -Any other travel expenses not listed	No Receipt Required 3310 -Tolls provide location, amount and date -Phone or Internet business charges -Tips provide service received, date and amount (see SAP 25.02.01.M2.05 for amount of tips allowed) -Gasoline expense -1 checked bag is allowed -Any other travel expenses not listed
Prospective Employee	All of the above policy and procedure information is required for prospective employees except the State Hotel Occupancy Tax is allowable. All expenses will be coded 3210 except agency fee will be 3211. 3210	All of the above policy and procedure information is required for prospective employees except the State Hotel Occupancy Tax is allowable. All expenses will be coded 3210 except agency fee will be 3211. 3210	All of the above policy and procedure information is required for prospective employees except the State Hotel Occupancy Tax is allowable. All expenses will be coded 3210 except agency fee will be 3211. 3210
Registration	Should be paid with Purchasing Card Required Receipt must document: 5215 -name of the person -full name of conference (no abbreviations) -dates of conference	Should be paid with Purchasing Card Required Receipt must document: 5215 -name of the person -full name of conference (no abbreviations) -dates of conference	Should be paid with Purchasing Card Required Receipt must document: 5215 -name of the person -full name of conference (no abbreviations) -dates of conference
Professional Membership	Should be paid with Purchasing Card Required Receipt Must document: 5211 -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" -Social Club memberships should not be reimbursed on a travel voucher (tax issues)	Should be paid with Purchasing Card Required Receipt Must document: 5211 -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" -Social Club memberships should not be reimbursed on a travel voucher (tax issues)	Should be paid with Purchasing Card Required Receipt Must document: 5211 -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" -Social Club memberships should not be reimbursed on a travel voucher (tax issues)