

REIMBURSING EMPLOYEE/PROSPECTIVE EMPLOYEE TRAVEL EXPENSES USING STATE FUNDS

For a complete list of receipt requirements and object codes please refer to the [checklist for State Funds](#).

AIRFARE

1. [Contract Airline](#) must be used unless you have a cost savings to the University.
2. **Must be purchased with the JP Morgan CBA card or Individual Corporate Travel Card;** traveler cannot use personal form of payment.
3. For more information on procuring travel please refer to [Travel Services](#).

HOTEL

1. When using State Funds you must use a [contract hotel](#). If a contract hotel is not available you will need to submit an [exception form](#).
2. When traveling in the State of Texas you must have the traveler submit a [Texas Hotel Occupancy Tax Exempt Form](#) and a [Texas Sales Exemption Form](#) upon checking into the hotel. We are exempt from Sales Tax by submitting both forms listed above allows the tax to be exempt from parking fees and restaurant charges that may be placed on the hotel bill.
3. If multiple employees are traveling together there must be an explanation of why more than one employee is traveling to the same duty point. Lodging receipts must list each of the traveler's names if sharing a room. **Can only reimburse employee for their own expenses.**

Car Rental

1. The [contract car rental](#) companies listed below are required when using State funds. The rates include the required liability insurance. No personal insurance is reimbursable.
 - a. Advantage – 711TXC
 - b. Avis – F999711
 - c. Enterprise – TX711

MILEAGE – Must use either [Texas Mileage Guide](#) or Odometer readings with point to point breakdown.

MEALS

1. A day to day breakdown is required.
2. Receipt is not required unless one meal is over \$75.00. If meal is over \$75.00 then an itemized receipt must be submitted.
3. Actual cost up to \$36 for in state travel.
4. Actual cost up to the [GSA Rates](#) for out of state travel.

INCIDENTAL EXPENSES

1. **Tips are not allowed on State Funds**
2. Checked baggage - Airlines are now charging a fee; State allows one bag