

TRAVEL EXPENSE CHECKLIST-STATE FUNDS

Travel Expense	In State	Object Code	Out of State	Object Code
General Info	<ul style="list-style-type: none"> -Travel Website http://finance.tamu.edu/fmo/travel/ -Travel Allowance Guide https://fm.x.cpa.state.tx.us/fm/pubs/travallow/index.php -Must use the State Travel Management Program (STMP) unless there is a valid exception (*see below for valid exceptions) -Can not reimburse an employee for another employees travel expenses -Can not reimburse for meal expense on non-overnight travel -Must Use "Travel Exp Reimb Form" with the Traveler's original signature certifying business expenses 		<ul style="list-style-type: none"> -Travel to Mexico and Canada is considered out of state travel and not foreign. -Must use the State Travel Management Program (STMP) unless there is a valid exception (*see below for valid exceptions) -Can not reimburse an employee for another employees travel expenses -Can not reimburse for meal expense on non-overnight travel -Must Use "Travel Exp Reimb Form" and obtain Traveler's original signature certifying business expenses 	
Airfare	<p>Must be Purchased with JP Morgan CBA or Individual Corporate Travel Card (no personal credit card is allowed) Must use STMP contract airfare(1) unless a valid exception* is documented 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 <ul style="list-style-type: none"> - no other exceptions -Itinerary-dates and all flight segments -Method of Payment -Amount 	3011	<p>Must be Purchased with JP Morgan CBA or Individual Corporate Travel Card (no personal credit card is allowed) Must use STMP contract airfare(1) unless a valid exception* is documented 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 <ul style="list-style-type: none"> - no other exceptions -Itinerary-dates and all flight segments -Method of Payment -Amount 	3111
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
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 allowed) 	3011	<p>No Receipt Required must provide:</p> <ul style="list-style-type: none"> -Origin and destination -Date -Amount (tips are not allowed) 	3111
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 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>Must use STMP contract rental car vendors(2) unless a valid exception* is documented 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
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
Mileage (up to the State 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 <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>	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
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 -Actual cost of meals up to \$36 per day 	3030	<p>No Receipt Required must provide:</p> <ul style="list-style-type: none"> -Day by Day breakdown for the actual cost of meals -Actual cost of meals up to the GSA rate see the following URL for rates https://fm.x.cpa.state.tx.us/fm/travel/out_of_state/index.php If one meal is >or = to \$75 then receipt is required due to IRS requirements. 	3130
Business Meals	Not allowed with State Funds		Not allowed with State Funds	

Lodging	Lodging up to \$85 per day (3) Required Receipt must contain: -Name of guest -Itemization of all expenses charged (day by day) -Payment or method of payment Hotel tax must be separated and coded 3025. 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	Up to the GSA rate allowed for the particular destination, see following URL https://fmx.cpa.state.tx.us/fm/travel/out_of_state/index.php Required Receipt must contain: -Name of guest -Itemization of all expenses charged (day by day) -Payment or method of payment Hotel tax must be separated and coded 3125. 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	3130
Parking	No Receipt Required must provide: -Date -Location -Amount for each parking expense incurred	3045	No Receipt Required must provide: -Date -Location -Amount for each parking expense incurred	3145
Incidentals	No Receipt Required -Hotel Tax (included on lodging receipt) -Tolls provide location, amount and date -Phone or Internet business charges -Gasoline Expenses -Only 1 checked bag is reimbursable -Tips not allowed on State Funds -Any other travel expenses not listed	3025	No Receipt Required -Hotel Tax (included on lodging receipt) -Tolls provide location, amount and date -Phone or Internet business charges -Gasoline Expenses -Only 1 checked bag is reimbursable -Tips not allowed on State Funds -Any other travel expenses not listed	3125
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
Registration	Should be paid with Purchasing Card Required Receipt must document: -name of the person -full name of conference (no abbreviations) -dates of conference	5215	Should be paid with Purchasing Card Required Receipt must document: -name of the person -full name of conference (no abbreviations) -dates of conference	5215
Professional Membership	Should be paid with Purchasing Card Required Receipt Must document: -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)	5211	Should be paid with Purchasing Card Required Receipt Must document: -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)	5211

*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
<http://www.window.state.tx.us/procurement/prog/stmp/stmp-airline-contract/>

(2) Contracted Rental Car Agencies are as follows:
 Avis F999711
 Advantage 711TXC
 Enterprise TX711

Contract Provisions can be found at
<http://www.window.state.tx.us/procurement/prog/stmp/stmp-rental-car-contract/>

Must use the above contract numbers when booking the rental car

(3) See the following website for contract hotel vendors http://hotel.cpa.state.tx.us/hotel_directory/