

## **General Policy**

The information contained in this document is a brief summary of the Texas State travel policies. For more details, refer to the Travel Web page: <http://www.txstate.edu/gao/ap/travel>

Texas State employees are required to comply with the State of Texas travel contracts when procuring airfare, hotels, rental cars, and travel cards.

All employees' travel claims must be approved by the account manager or next administrative level.

## **Air Fare**

The contract airfare may be purchased only with the individual State contracted JP Morgan Chase charge card or the Texas State Central Bill Account (CBA).

The contract fares are not subject to any restrictions or penalties. In addition to lower fares for state business travelers, the contracts offer:

- No advance purchase necessary
- No minimum/maximum length of stay
- Last seat availability, and
- No fee or penalties for changing or canceling reservations

Reservations for contract airfares must be made with the fare basis codes of "YCATX" or "\_CATX". These codes have been established to identify the State of Texas contract fares.

Options for booking airfares are as follows:

- a) National Travel Systems-Call 877-717-7768 or go on-line to: [www.nationaltravelsystems.com/state/intro2.htm](http://www.nationaltravelsystems.com/state/intro2.htm)
- b) Call your preferred Travel Agency, request the lowest fare with two to three airlines, be flexible and book 14 day advance fares
- c) Direct with the airlines
- d) On-line Broker (Travelocity, Expedia)  
Receipts may be provided by the online booking source rather than the airlines which may not meet the State reimbursement requirements. Consider transaction fees when booking for the lowest cost

Short term rental or charter aircraft must be approved by the State Aircraft Pooling Board and an explanation of how the rental reduced the cost of transportation to the State of Texas is required. Rental or charter of aircraft not approved in advance will not be reimbursed.

## **Public Transportation**

Reasonable charges for public transportation are reimbursed. Receipts are not required for travel by taxi, limousine, subway, or mass transit; however, an itemized list of each claim showing destination on a trip-by-trip basis and cost of each trip is required on the Travel Voucher form.

## **Mileage**

Reimbursement for use of a privately owned vehicle is computed at the rate set by the Comptroller's Office. See Official State Mileage Guide at: [www.vpfss.txstate.edu/acct/mileage.html](http://www.vpfss.txstate.edu/acct/mileage.html)

Intra-city point-to-point breakdown is required for mileage in excess of the Official State Mileage Guide.

Coordination of travel must occur when two to four employees are traveling to the same duty point. Reimbursement for mileage between an employee's residence and place of employment is not allowed.

## **Rental Vehicles**

Employees who rent vehicles must use the State contract vendors. The vendors are:

- Advantage ID# 754-TXC 800-777-5518
- Avis ID# F999-754 800-331-1212
- Enterprise ID#TX754 888-291-0359

LDW/CDW is included in the State contracted rate. PAI/PEC is not reimbursable.

**Questions? E-mail us at [travel@txstate.edu](mailto:travel@txstate.edu)**

## **Parking**

Reimbursement for parking expenses incurred when using personally owned, leased, or rented vehicles may be claimed. Actual parking receipts should be submitted or if unavailable, the expenses must be itemized day-by-day on the Travel Voucher form.

## **Meals**

Meal receipts are not required; however, the amount claimed for meals should be reasonable, necessary and represent the actual amount spent.

## **Lodging**

Discounted "State of Texas" contract rates should be requested when making reservations. Employees should carry their Texas State ID as it will be required to confirm State Employee Status.

Receipts are required for lodging, showing the single room rate, employee's name, designated headquarters and a daily breakdown of lodging and tax charges.

Texas State employees are exempt from paying the Texas hotel occupancy tax. Lodging taxes are not calculated within the maximum reimbursement rates.

## **Registration Fees**

Employee may also be reimbursed for registration fees on the Travel Voucher form. If prepaying a registration fee, complete a Texas State Payment Request form along with the registration form and agenda to the Accounts Payable Office.

## **Foreign Travel**

Requires President approval 45 days prior to departure. Route travel application and Request for Foreign Travel Approval & Release of Liability and Assumption of Risk Form to the Office of VPFSS.



# Pocket Travel Guide

**General Accounting Office –  
Accounts Payable**  
<http://www.txstate.edu/gao/ap/travel>

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A member of the Texas State University System

## ***Type of Paid Receipt Required***

- Original airline passenger receipt (whether paid by Texas State/CBA account or by the claimant)
- Original rental car agreement/invoice
- Original itemized lodging receipt
- Original registration fee receipt

## ***Expenses NOT Reimbursed***

- Alcoholic beverages
- Tips and gratuities
- Excess baggage charges for personal belongings
- Expenses that do not relate to official State business
- Laundry or cleaning
- Expenses, with the exception of parking, that are related to the operation of a personally owned vehicle
- Personal entertainment
- Flight insurance
- Meals for non-overnight stay (partial per diem)
- Losses caused by exchange rate fluctuations
- State of Texas hotel occupancy tax
- Expenses incurred on behalf of another person

## ***Reimbursable Incidental Expenses***

- Business phone calls, when properly documented
- City/County hotel occupancy tax
- Gas when rental or state-owned vehicles are used
- Copy charges with receipts
- Passport or visa charges
- Postage
- Toll charges
- Charges to exchange U.S. currency for foreign currency and vice versa

## ***Rates and Maximums***

### In-State Meals & Lodging Rates (per day)

- Meals – actual expenses not to exceed \$36
- Lodging – actual room charge not to exceed \$85

### Out-of-State Meals & Lodging Rates (per day)

- Refer to federal rates on Accounts Payable travel web site:  
[https://fm.x.cpa.state.tx.us/fm/travel/out\\_of\\_state/index.php](https://fm.x.cpa.state.tx.us/fm/travel/out_of_state/index.php)

### Travel to Alaska, Hawaii, Mexico, Canada, or any foreign country

- Actual meal and lodging expenses

### Mileage

- \$.585 per mile (July 2008)
- Miles maximum set by Official Mileage Guide or detailed reasonable odometer readings

## ***Travel Assistance***

### Travel Application/Itinerary Status (Pre-travel)

- Check web site or call 245-8297

### Travel Reimbursement (Post-travel)

- Call Accounts Payable, 245-2775

### Charge card Customer Service (lost/stolen card)

- JPMorgan Chase, 1-800-890-0669

### Report a State contracted lodging establishment

- Texas Procurement & Support Services, 512-463-3559
- [www.tbpc.state.tx.us/travel/index.html](http://www.tbpc.state.tx.us/travel/index.html)

### Forms

- All forms mentioned are located at:  
<http://txstate.edu/gao/ap/travel/forms.html>