

TEXAS A&M UNIVERSITY-COMMERCE TRAVEL PROCEDURES

September 11, 2005

The General Appropriations Act established limits to the reimbursement of travel expenses of state employees traveling on official business. The State Comptroller has issued a Travel Allowance Guide which provides the details and interpretation of the Act.

All state officers and employees should be familiar with the guide because they must comply with it before their travel expenses may be paid or reimbursed when using **state appropriated funds**.

Travel expenses reimbursed using **institutional funds** should also comply with the Travel Allowance Guide with the exception of the following provision.

A special provision has been set for circumstances in which the actual expenses, through no control of the traveler on official business, exceed the established state limits. Then, the President can authorize payment of actual expenses, not to exceed twice the maximum rates established for in-state and out-of-state travel. The President has further delegated the authority to approve reimbursements for lodging expense above the established state limits to Department Heads and above for their direct reports.

Department Heads should plan the travel of all employees under their authority so as to achieve maximum economy and efficiency. All Exempt purchase numbers must be approved prior to the day of the trip before the state will pay for reimbursement of the trip. Travel expenses may be reimbursed only where the purposes of travel performed are clearly for the conduct of the State's official business and in compliance with the legal responsibilities of this agency.

TRAVEL EXEMPT PURCHASE DOCUMENT:

A. Travel Exempt purchase document must be created two weeks prior to the trip. The exempt purchase document is only an estimate of the expenses the traveler will claim on their travel voucher.

B. Requirements for Completing and Processing Exempt travel document.

1. An exempt purchase number should be created to reimburse the traveler for estimated expenses. When paying for airline ticket that is direct billed to the University an additional exempt purchase number should be created for the airline ticket.
2. This amount is the total to be reimbursed to the traveler. If a University vehicle is used this amount is not included in the estimate of total reimbursement.

II. RESERVATIONS

A. The travel website contains The Texas State Directory, for contracted hotel, rental car and airline. The contracts should be utilized when making reservation for hotel, car, and airline. The completed certification form should be attached to all vouchers, with the appropriate box checked.

B. Air Fare - Direct payment approval.

1. After the exempt purchase number for funds for the airline only is approved, and reservations are

made, the traveler may request direct payment from their account. The exempt purchase document should be created with the person traveling as the vendor and the reimbursing vendor is current contracted credit card company. The procedure is as follows:

A. Transportation Request - A Transportation Request Form should be completed and returned to Accounts Payable Office for approval of payment for the airline ticket. This cannot be done until the exempt purchase document has been approved.

B. Most travel is ticket less. Itineraries will be faxed from the Travel Agency to the department.

III. TRAVEL ADVANCE

A. Travel Advances are limited to faculty and staff taking a group of students, recruiters, and persons traveling for an extended period of time. Other travelers should rely on other funds such as their Travel Corporate Cards and Immediate Reimbursement. Any questions concerning Corporate Cards please contact the Fiscal Office.

1. The advance form with the approved exempt purchase number attached should be completed and returned to the fiscal office five days prior of request for advance.

The Travel Coordinator handles this in the Fiscal Office.

3. A travel voucher should be filed and submitted as though all expenses were paid by the traveler. A Travel Voucher should be filed within 10 working days from return of trip. When a warrant has been received in the Accounts Payable Office, the advance will be paid.

4. Money not utilized during the trip should be deposited into the travel advance account using this form.. Should you spend more than the advance, and it is acceptable with the department funding the trip, you will be given a check for the excess amount.

IV. TRAVEL VOUCHER

A. A travel voucher should be submitted within 10 days of trip completion. The voucher should be submitted with an approved exempt purchase number attached.

B. Requirements for completing and processing a Travel Voucher.

See travel web page VOUCHER HELP & CHECK LIST

C. Receipt requirements:

a. Airline & Rental Car Receipt required.

b. Lodging Receipt depicting a -0- balance required.

c. Meal receipts are not required.

d. Taxi receipts are not required if taxi fares are itemized on the back of voucher per trip and cost. Example: Taxi from airport to hotel \$6.00.

e. Parking receipts are not required if stated where parked on voucher. Example: Airport parking,

Hotel Parking.

f. Registration receipt required.

g. Number of Copies

1. One original and one copy.

V. REIMBURSEMENT

A. A travel voucher should be filed within 10 working days after return from the trip.

VI. PAYMENT OF VOUCHER

A. When a voucher is processed and payment is made the, Travel office will email or notify the traveler, their check is ready to be received from the cashiers. Direct deposit is available for travel checks.

If you have any questions concerning the Travel Procedures please contact the Travel Office at 886-5048

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