

I. POLICY STATEMENT

All travel paid or reimbursed with state-appropriated funds must use state or university contracted travel service vendors, including travel agencies, airlines, hotels and car rental companies, unless otherwise indicated in this document or travel. All payments and reimbursements for state-funded travel must comply with the requirements of travel along with this policy. All expenses must be reasonable and necessary for conducting university business during travel and travel must benefit teaching, research, and/or community service at the university.

Internal Revenue Service rules and regulations have specific requirements to determine if travel payments are considered to be part of an “accountable plan” and therefore non-taxable to the employee traveler. (See US Treasury Regulations, Subchapter A, Sections 1.162-2, 1.212-1, and 1.274-4, which are summarized in IRS Publication 463, Travel, Entertainment, Gift, and Car Expenses). This MAPP constitutes an “accountable plan” by IRS standards and travel payments that are in compliance with this MAPP are considered non-taxable to the employee, unless otherwise indicated.

II. PURPOSE AND SCOPE

Travel by Texas Southern University faculty and staff, and prospective employees, for official University business, is restricted by Texas and federal regulations. This document is governed by the State of Texas Travel Regulations Act, the General Appropriations Act, and by official interpretation of the Travel Regulations Act as made by the Texas Comptroller of Public Accounts. This document highlights the primary points of these regulations and provides additional policies as they apply to the university.

This document is to be used in conjunction with Textravel (state travel laws and rules, provided by the Texas Comptroller to state agencies and institutions of higher education) and the State Travel Management Program and other advisories.

This document includes all use of a vehicle between duty points undertaken on behalf of the university - whether outside or within the Houston city limits. These rules apply to all university travel paid or reimbursed from state-appropriated funds. See MAPP 03.02.11 for rules related to travel using local funds

III. DEFINITIONS

1. Authority to Travel: The form used to request and authorize official university travel in advance of the trip. The Authority to Travel form may be downloaded at the following web address:
<http://www.tsu.edu/about/administration/forms/procurement-services.php>

MAPP 03.02.10 Travel Paid from State-Appropriated Funds

Section

Fiscal Affairs

Area

Procurement

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TEXAS SOUTHERN UNIVERSITY
MANUAL OF ADMINISTRATIVE
POLICIES AND PROCEDURES

2. Centrally Billed Travel Card: Charge card contracted by the State of Texas that may be used by qualifying university employees to purchase university travel-related expenses for authorized university travel. Centrally Billed Travel Cards are only issued to university employees. They are issued in the name of the employee, which maintains possession of the card, and billed to the university. Transactions are charged to the department's local cost center.
3. City Pair: Cities between which university travel is undertaken.
4. Continental United States: The forty-eight (48) contiguous states of the United States located on the North American continent between Canada and Mexico (excludes Hawaii and Alaska).
5. Contract Travel Agency: Travel agency under contract to the State of Texas or designated by the University to provide travel services to state and/or university employees and others traveling on university business.
6. Contract Vendor: For this document, an airline, automobile rental agency, charge card, hotel/motel or travel agency with which the state or university has contracted to provide services.
7. Days Spent on Business Activities: Includes days in which (1) the principal activity for that day was conducting university business, (2) the traveler was required to be present at a specific date and time for a business meeting, even if most of the day was not spent on business activities, (3) travel days to and from the business destination (not including travel to or from personal destinations or non-business side trips) that are contiguous to business days, and/or (4) non-working days, weekends, and holidays that fall between days in which business was conducted. Travel days to and from the business destination are considered business days generally for foreign travel. For domestic travel, travelers may claim travel days if they are one contiguous day before and one contiguous day after business days. Travel days defined here are considered business days when determining whether the travel is primarily business or personal.
8. Designated Headquarters: The geographic location in which an employee's place of business is located. In most cases, Houston is designated headquarters for University employees.
9. Duty Point: The location other than the employee's place of employment to which the employee travels to conduct official university business.



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10. Export Controls and Travel Embargo Form: The form that must be completed for all employee travel outside the United States and the U.S. territories and possessions, which documents the travel destination and any restricted items or information that the employee intends to take on the trip. The form must be attached to the Authority to Travel form.

 11. Foreign Travel: Travel by university employees to/from all countries outside the United States, Canada, Mexico, and U.S. territories and possessions.

 12. Lodging: A commercial lodging establishment such as a motel, hotel, inn, apartment, house or similar establishment that provides lodging to the public for pay. This includes lodging provided by a governmental entity on property controlled by that entity, a religious organization on property controlled by that organization, or a private educational institution on property controlled by that institution (Texas Government Code Sec. 660.002).

 13. Mileage: Mileage based on the shortest practical route between points. The mileage rate set by the IRS/Comptroller’s Office is used to compute mileage reimbursement. However, the College/Division may use a mileage rate that is less than the rate set by the IRS/Comptroller’s Office. Local intercity mileage, parking, and tolls are not reimbursed with the state-appropriated funds.

 14. Official University Business: Business required to properly perform the duties of the university position held, in accordance with the university’s legal responsibilities. Official university business must relate to and benefit teaching, research, and/or community service at the university.

 15. Official Travel Status: The time period between leaving and returning to designated headquarters for approved official travel.

 16. State-Appropriated Funds: Funds appropriated by the Texas Legislature in the General Appropriations Act, whether held inside or outside the State Treasury. Includes general revenue, special line items, Higher Education Assistance Funds (HEAF), Advance Research Program/Advanced Technology Program (ARP/ATP) funds, and other funds designated as “state.”

 17. Texas Comptroller of Public Accounts (CPA): The Texas agency with authority and responsibility for regulating procurement and related business for state agencies.

18. **Travel Coordinator:** Person designated by the university to receive and disseminate information relative to the State Travel Management Program for compliance with State of Texas rules related to contracted travel services.

19. **Travel Exemption Certification Form:** The form required to document certain accepted conditions of non-use of state contract services. The Travel Exemption Certification Form can be found at the following web address:
<http://www.tsu.edu/about/administration/finance/procurement-services/>

20. **Travel Voucher:** The form used by employees and prospective employees to document all travel expenses and request reimbursement for any out-of-pocket travel expenses after the trip. Staff must use the Travel Voucher located at:
<http://www.window.state.tx.us/fm/travel/>

IV. POLICY PROVISIONS

1. ADVANCED APPROVAL OF TRAVEL

1.1 All travel related to official university business defined in Section III above, whether paid by the University or not, must be approved in advance (i.e., prior to departure) by all of the required approvers on the Authority to Travel form. State funds can only be used to pay or reimburse for travel by employees and prospective employees.

1.2 The Authority to Travel form must include the following information:

- 1.2.1 Identifying information for traveler and department contact.
- 1.2.2 Classification of traveler (employee or prospective employee).
- 1.2.3 City of departure and destination.
- 1.2.4 Travel dates (departure and return)
- 1.2.5 Trip purpose and University benefit which must involve teaching, research, and /or community service.
- 1.2.6 Attach conference announcement or provide link to conference website, if applicable.
- 1.2.7 The rental car company and hotel to be used.



- 1.2.8 For employee travelers, indicate whether any travel days will be spent primarily on non-business activities and, if so, the dates of non-business activity. Employees may not be reimbursed for travel expenses that occur on days spent primarily on non-business activity, except for allowable transportation expenses to return home.
- 1.2.9 Employees travelers must also indicate if any of their salary is paid from a federal grant and/or if they are a principle investigator (PI) on a federal grant. If so, the Travel Request must be approved by the Research and Financial Services to ensure compliance with federal requirements.
- 1.2.10 Estimated amount of travel expenses to be paid or reimbursed by the university, along with the university cost center(s) and account(s) to be charged.
- 1.2.11 If the traveler expects to be reimbursed for travel expenses from someone other than the university (e.g., conference host), this must be indicated on the Authority to Travel form. Supporting documentation (i.e., letter from Host) should be attached to the Travel Request, if available.
- 1.2. 12 The Authority to Travel form must be approved by the following individuals:
- 1.2. .12.1 Traveler’s supervisor or unit head paying for the travel expenses. For faculty members, it will be their academic supervisor regardless of funding source.
 - 1.2. 12.2 Person authorized to approve contract/grant expenditure, if applicable.
 - 1.2. 12.3 Certifying signatory for the cost center(s).
 - 1.2. 12.4 Appropriate vice president (or designee) for travel by employees or prospective employees to or from foreign countries other than Canada, Mexico, or Puerto Rico and other US possessions.

prospective

1.2. .12.5 The President or designee, for travel by employees or employees to or from foreign countries other than Canada, Mexico, or Puerto Rico and other US possessions. The traveler is not authorized to begin the foreign trip until the President or designee has approved the Authority to Travel.

Note: Authority to Travel forms may be approved by signing and dating the printed document or by email. If approval is emailed, the email from the approver should contain the travel request document and indicate “approved” in the body of the email.

1.3 Additional Requirements for Foreign Travel

1.3.1 The traveler must obtain a specific statement for the appropriate vice president’s approval prior to the trip, which describes the need for the trip and the benefit or expected benefit for the university. This statement may be included on the Authority to Travel or as an attachment if more space is needed.

1.3.2 Following the trip, the traveler must submit an agenda to the appropriate vice president, as well as a trip report that describes the activities and meetings including those attending, and how the trip was beneficial to the university. Conference programs or other documentation are to be provided in support of the statement. In a similar manner, senior administrators who report directly to the president shall provide a detailed statement and agenda for foreign travel expected.

1.3.3 The Fly American Act requires that foreign air travel funded by Federal funds, including Federal pass-through funds, be conducted on U.S. flag air carriers. There are limited exceptions where the use of a foreign-flag air carrier is permissible. See list of exceptions at: <https://www.gsa.gov/portal/content/103191>

1.3.4 If a foreign-flag air carrier is paid with Federal funds, the Fly American Act Waiver Checklist must be completed to document the exception to the Fly America Act. The Waiver Checklist must be submitted as supporting documentation with the voucher or Travel Card expense report used to pay for the airfare: <http://www.tsu.edu/about/administration/finance/procurement-services/>

1.4 Note: The Authority to Travel form must be complete with all required information and all appropriate signatures or it shall be returned to the originator. Any expenditures incurred by the traveler without prior approval and documented by the Authority to Travel form will be the responsibility of the traveler. No reimbursement will be processed.

2. NOTIFICATION OF TRAVEL TO WASHINGTON, D.C.

In addition to obtaining advance approval on the Authority to Travel, the following procedures must be followed for travel to Washington, D.C., on state-appropriated funds:

- 2.1 The Office of State-Federal Relations must be notified of (not approve) travel to Washington, D.C., no later than seven calendar days before travel begins. The responsible unit must complete the Report of State Agency Travel to Washington, D.C., at the following Internet address: <http://gov.texas.gov/organization/osfr>.
- 2.2 When the information has been submitted online, a confirmation page will be created, which must be printed and attached to the Authority to Travel form before it is routed for approval.
- 2.3 If notification is not given within seven days of departure, a letter of explanation must be faxed to the Office of State-Federal Relations at (512) 463-1984. This letter must also be attached to the Authority to Travel before it is routed for approval.

3. USE OF CONTRACTED TRAVEL VENDORS

3.1 Types of Contracted Services

To provide timely and efficient travel services and generate cost savings to state agencies, the State of Texas contracts with travel vendors. Official university travel paid or reimbursed from state-appropriated funds must use state or university contracted vendors, when available, for the following types of services:



4.2.1 The traveler provides the name, address and phone number (if available) of the Texas hotel/motel that refused the certificate and additional required information to the Travel Coordinator.

4.2. 2 The Travel Coordinator completes the Texas Comptroller’s form and signs the statement indicating that the Texas hotel or motel refused to honor the Exemption Certificate and submit it to the Comptroller’s Office.

Employees may not be reimbursed for state hotel occupancy tax with state funds if they did not properly present the Exemption Certificate to the hotel. Prospective employees are not exempt from the state hotel occupancy tax and should be reimbursed for this expense without explanation.

5. TRAVEL ARRANGEMENTS

5.1 Airfare

Airfare may be purchased with state-appropriated funds in one of the following ways:

5.1.1 Airfare charged directly to the Individually Billed or Departmental Travel Card.

The person making the travel arrangements must verify that state-contracted airfare is purchased, if available. A list of contracted airfares may be found at: <http://comptroller.texas.gov/purchasing/programs/travel-management/>.

If the trip is later cancelled or not approved by a higher administrative authority (e.g., supervisor, Vice President), the airfare should be refunded to the Individually Billed or Departmental Travel Card. If non-refundable airfare is cancelled, the original charge should be moved to a local, non-state, cost center.

5.1.2 Airfare charged to an employee’s Individually Billed travel card either by (a) using the contracted travel agency or (b) purchasing contracted airfare directly from the airline. If non-state-contracted airfare is purchased, the Travel Exemption Certification Form is required. The form is available at the following website:



<http://www.tsu.edu/about/administration/finance/procurement-services/>

5.1.3 Airfare purchased by a prospective employee. State-contracted airfare is not available to non-employees who purchase their own airfare.

5.1.4 Airfare purchased by a non-contracted travel agency: If the purchase meets acceptable condition(s) of non-use of contracted travel services, the Travel Exemption Certification form is required.
<http://www.tsu.edu/about/administration/finance/procurement-services/>

5.1.5 All airfare must be purchased at the lowest price available (i.e., coach class). The university will not pay for any upgrades or additional fees. No-cost upgrades to business class or first class airfare are acceptable, as long as the airfare receipt provided by the airline or travel agency clearly indicates that there is no additional cost for the upgrade.

5.2 Lodging

5.2.1 The lodging expenses must not exceed the federal travel regulation rates (see U.S. General Services Administration web site). Lodging requires an itemized receipt with proof of payment issued by a commercial lodging establishment. The receipt must show a proof of payment and include the following:

5.2.1.1 The name and address of the commercial lodging establishment

5.2.1.2 The name of the traveler

5.2.1.3 The single room rate

5.2.1.4 A daily itemization of the lodging charges

5.2.2 Employees may not be reimbursed for a lodging expense incurred at a place that is not a commercial lodging establishment in accordance with Texas Government Code, Section 660.113.

5.2.3 Lodging may be purchased in one of the following ways:

5.2.3.1 State-contracted hotel room charged to an employee's Individually Billed Travel Card, Department Travel Card or personal credit card. Lodging may be arranged by the traveler or through a contracted travel agency. The person making the travel arrangements must verify that a state-contracted hotel room is purchased, if available. A list

of contracted hotels is available at:

<http://comptroller.texas.gov/purchasing/programs/travel-management/>

5.2.3.2 Non-contracted hotel room

charged to an employee's Centrally Billed Travel Card,
Department Card or personal credit card: If the purchase meets
acceptable condition(s) of non-use of contracted travel services, the
Travel Exemption Certification form is required.

<http://www.tsu.edu/about/administration/finance/procurement-services/>

5.2.3.3 Non-contracted hotel room charged to a prospective
employee's personal credit card. Requires a Travel
Exemption Certification Form, available at:

<http://www.tsu.edu/about/administration/finance/procurement-services/>

5.3 Meals

5.3.1 Travelers must claim the actual meal expenses not to exceed the
federal travel regulation rates indicated for the travel destination
(see U.S. General Services Administration web site). Travelers
cannot claim a per diem as the travel expense reimbursement
amount (see Textravel).

5.3.2 Texas Southern University travelers will not be reimbursed for
non-overnight meals because of an Internal Revenue Service
requirement that these reimbursements be considered taxable
income (IRS Publication 463).

5.4 Rental Car

5.4.1 State-contracted rental car costs include liability and loss/damage
waiver (LDW) insurance in the base rate, while non-contracted
rental car costs do not. If a non-contracted rental car company is
used, it is the traveler's responsibility to obtain the proper insurance
coverage.

5.4.2 An employee is entitled to reimbursement for the cost of renting a
vehicle to conduct the university business. Rental cars should be
up to full-size for less than three travelers. If three or more
travelers are traveling and riding together on the university
business, SUV/Van may be rented.

5.4.3 An itemized receipt with proof of payment must be attached to the
Travel Voucher. The receipt must include:

6.4.3.1 The name of the rental company

- 6.4.3.2 The name of the employee renting the vehicle
- 6.4.3.3 The starting and ending dates of the rental
- 6.4.3.4 An itemization of expenses incurred

5.4.4 Rental cars may be obtained for university travel in one of the following ways:

5.4.4.1 State-contracted rental cars charged directly to a University department account through a direct billing arrangement set up in advance by the Payment Card Coordinator.

5.4.4.2 State-contracted rental car charged to an employee's Individually Billed Travel Card or personal credit card. The reservation may be made by the traveler or through a contracted travel agency. The person making the travel arrangements must verify that a state-contracted rate is charged by the contracted rental car company, if available. A list of contracted rental car companies may be found at: <http://comptroller.texas.gov/purchasing/programs/travel-management/>

5.4.4.3 Non-contracted rental car charged to an employee's Individually Billed Travel Card or personal credit card: If the purchase meets acceptable condition(s) of non-use of contracted travel services, the Travel Exemption Certification Form is required <http://www.tsu.edu/about/administration/finance/procurement-services/>

5.4.4.4 Non-contracted rental car charged to a prospective employee's personal credit card. Requires a Travel Exemption Certification Form, available at: <http://www.tsu.edu/about/administration/finance/procurement-services>

5.5 Other Expenditures

5.5.1 An itemized receipt is required for incidental expense transactions that exceed \$75.00. Receipts are not required for incidental expenses unless an individual expense exceeds \$75.00. See Textravel for additional information.

5.5.2 Other expenditures incurred during the university travel, such as registration fees, may be reimbursed along with the travel expenses via Travel Voucher. An itemized receipt or itemized invoice with proof of payment for each transaction must be attached to the Travel Voucher.

5.5.3 Gratuities are not allowed for state-funded travel.

5.6 Additional Supporting Documentation

- 5.6.1 For non-foreign travel, a traveler is required to provide a daily itinerary of research/meetings attended or conference program that support the business purpose of the trip.
- 5.6.2 For foreign travel, a traveler must include a post- trip report describing business activities for each applicable day of the trip along with the agenda of the trip in the Expense Report

6. TRAVEL REIMBURSEMENTS 6.1 No more than one travel reimbursement voucher should be processed for each business trip.

6.2 Form to Request Reimbursement

A State Travel Voucher and other forms approved by the Travel Coordinator are required to reimburse (1) employees and (2) prospective employees for travel expenses.

6.3 Deadline for Processing Travel Reinbursements

6.3.1 Employees and prospective employees must submit their request for reimbursement, including required documentation, to the department business office no later than 60 days after travel is completed. Requests submitted after 60 must be routed to Human Resources (see section 7.3.2 below).

6.3.2 In accordance with the Internal Revenue Service accountable plan requirements, as described in IRS Publication 463, all reimbursement requests submitted after the above deadline will be treated as taxable income to the payee. These vouchers must be routed to Human Resources and must include a completed Taxable Payments or Reimbursements to Employees form. On the form, “Other Taxable Wage benefits” (Payroll Earnings Code 443) should be indicated, but the voucher should contain the appropriate accounts that describe the expenses (not account for Other Taxable Wage Benefits).

6.3.3 The department should make every effort to submit vouchers for employee and prospective employee travel reimbursements to the Travel Coordinator as soon as possible but no later than fifteen (15) days following receipt of all required documentation from the traveler.

6.3.4 In accordance with Texas Government Code, Section 660.019, an employee travel reimbursement must be paid no later than the 45th day after the submission of the employee’s travel voucher, if the employee



submits the travel voucher in accordance with the university travel policies and procedures and state travel rules. If there is a dispute relating to the travel expenses, the reimbursement must be issued no later than the 30th day after the dispute is resolved.

7. COMBINING BUSINESS AND PERSONAL TRAVEL

- 7.1 Travelers who combine business and personal travel must adhere to the following requirements, which are based on U.S. Treasury Regulations, Subchapter A, Sections 1.162-2, 1.212-1, and 1.274-4 and described in IRS Publication 463.
- 7.2 Travel in the United States (all 50 states and the District of Columbia)
Travel Primarily for Business in the U.S. – Defined as travel when the number of “days spent on business activities” (see III 7) exceeds the number of days spent on personal activities. Also, the nature of the business activities must be documented to show they directly benefit the university.
 - 7.2.1 If the traveler’s actual airfare includes a personal destination, the traveler must provide a lowest priced airfare quote that only includes business destinations. The traveler will be reimbursed the lesser of the actual airfare, which includes the personal destination, and the quote, which only includes business destinations. Airfare that includes personal destinations may not be directly charged to the university on a Voucher or Travel Card.
 - 7.2.2 All meals, lodging, and other travel expenses incurred on personal days will not be reimbursed to the traveler and may not be directly charged to the university on a Voucher or Travel Card.
 - 7.2.3 Any additional expenses incurred (additional hotel room charge, additional baggage fees, etc.) because a family member is traveling with the university employee for personal reasons may not be charged to the university or reimbursed to the employee.
- 7.3 Travel Primarily for Personal Reasons in the U.S. – When the number of “days spent on business activities” is less than or equal to the number of days spent on personal activities.
The cost of traveling to/from the destination (airfare, mileage to/from airport, airport parking, etc.) may not be directly charged to the university or reimbursed. Only expenses that are directly related to conducting university business may be charged to or reimbursed by the university, such as lodging and meals on “days spent on business activities,” and local transportation costs to/from business meetings.
- 7.4 Travel Outside the United States
 - 7.4.1 Travel Considered to be Entirely for Business Outside the U.S. – All university employee business travel outside the U.S. that includes some personal travel days is “considered to be entirely for business” because the employee is considered to have “no substantial control”

over making the trip. The only exception is the President’s travel outside the US.

Transportation costs to/from the business destination will be paid/reimbursed 100%, not including personal destinations or side trips. Other travel expenses, such as meals, lodging, and local transportation, will be reimbursed only if they are incurred on “days spent on business activities.” Expenses for days spent on personal activities will not be reimbursed.

7.4.1.1 If the traveler’s actual airfare includes a personal destination, the traveler must provide a lowest priced airfare quote that only includes business destinations. The traveler will be reimbursed the lesser of the actual airfare, which includes the personal destination, and the quote, which only includes business destinations. Airfare that includes personal destinations may not be directly charged to the university on a Voucher or Travel Card.

7.4.1.2 All meals, lodging, and other travel expenses incurred on personal days will not be reimbursed to the traveler and may not be directly charged to the university on a Voucher or Travel Card.

7.4.1.3 Any additional expenses incurred (additional hotel room charge, additional baggage fees, etc.) because a family member is traveling with the university employee for personal reasons may not be charged to the university or reimbursed to the employee.

7.5 The President’s travel outside the U.S. that is greater than seven (7) days is not automatically “considered to be entirely for business” because the President is a “managing executive” and is considered to have substantial control over making business trips. Therefore, the President must substantiate that travel outside the U.S. is “considered to be entirely for business” or “primarily for business” when personal travel is combined with business travel (IRS Publication 463).

7.6 Departments and travelers should contact Accounts Payable prior to making travel arrangements for trips that combine both business and personal travel if they have questions about compliance with this policy.

8. COMPLETING THE TRAVEL VOUCHER

8.1 The following information, if applicable, must be completed on the front of the
Travel Voucher:

8.1.1 Agency number (i.e., 717 for Texas Southern University).



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- 8.1.2 Agency name (i.e., Texas Southern University).
- 8.1.3 Traveler (payee) name.
- 8.1.4 Traveler job title.
- 8.1.5 Designated headquarters for traveler (i.e., Houston for most travelers)
- 8.1.6 Authority to Travel number if applicable.
- 8.1.7 Trip dates (departure and return).
- 8.1.8 Destination (city and state or city and country).
- 8.1.9 An itemization of expenses for in-state or out-of-state travel, whether by the traveler or directly billed to the university.
- 8.1.10 The following items must be subtracted from total travel expenses:
 - 8.1.10.1 Expenses billed centrally to the university.
 - 8.1.10.2 Expenses paid using local funds.
 - 8.1.10.3 Other expenses that will not be reimbursed due to discretion.
- 8.1.11 The original signature of the traveler and date signed must appear on the Travel Voucher.
- 8.2 The following information, if applicable, must be completed on page two of the Travel Voucher:
 - 8.2.1 The date and time of departure and return from travel, if claiming meal or lodging expenses. If flying, the departure time is when a traveler is required to be at the airport to board an airplane. The return time is when the flight actually returns to designated headquarters (i.e., lands in Houston for university employees).



- 8.3.1. 5 Incidental expense transactions that exceed \$75.00 (itemized receipt). Receipts are not required for incidental expenses unless an individual expense exceeds \$75.00. However, travelers should always ask for a receipt for incidental expenses and provide it as documentation with the Travel Voucher when provided by the vendor.
- 8.3.2 Receipts in a foreign currency must be converted to U.S. dollars and exchange rate must be indicated.
- 8.3.3 Itinerary from travel agency, if ticketless travel and/or airfare were purchased through a university-contracted travel agency.
- 8.3.4 Registration receipt or other proof of payment, if applicable.
- 8.3.5 For non-foreign travel, daily itinerary of meetings attended or conference program that support the business purpose of the trip is required. For foreign travel, copy of the agenda and trip report submitted to the appropriate vice president or president, as described in paragraph IV. 1.3.
- 8.3.6 Copy of approved Authority to Travel and any attachments explaining the purpose/benefit of the trip. If approved by email, attach a copy of the approving emails along with the printed Authority to Travel
- 8.3.7 Copy of Travel Voucher used to pay some of the travel expenses on a local-fund cost center, if applicable.
- 8.3.8 For travel to Washington, D.C., copy of the confirmation page submitting the Report of State Agency Travel to Washington, D.C., to the Office of State-Federal Relations and any related documentation.
- 8.3.9 For state hotel occupancy tax charged by a Texas hotel or motel, copy statement approved by the Travel Coordinator that the hotel/motel refused to honor the Exemption Certificate.
- 8.3.10 All receipts, invoices, or itineraries for purchases direct-billed to the university, whether paid on a Travel Card or Voucher. These documents must be clearly marked as paid on a Travel Card or Voucher.

8.4 If airfare charged to the Department Travel Card is the only travel expense incurred, the department will note this on the Authority to Travel form.

8.5 Accounting for third-party travel reimbursements to employees

8.5.1 If a third-party reimbursement is received before the employee signs the Travel Voucher, expenses related to the reimbursement should be included in the expenditure detail and the reimbursement should be deducted from the total line on the Travel Voucher.

8.5.2 If the third-party reimbursement is received after the employee signs the Travel Voucher, travel expenses covered by the third-party reimbursement should be included in the expenditure detail and paid to the employee. A personal check from the employee for the amount of the third-party reimbursement must be deposited into the appropriate university cost center and account within 10 days of receipt of the third-party reimbursement.

9. CASH ADVANCES ON STATE FUNDS

Cash advances are paid and cleared on the university clearing account. See MAPP 03.02.11 for travel advance instructions for local funds.

10. TRAVEL-RELATED INSURANCE

10.1 Travel must be approved in advance to ensure travelers are covered under the University workers' compensation insurance programs and to provide legal protection as they perform official duties.

10.2 In addition, the state travel card vendor provides travel insurance when the airfare is charged to the Department Travel Card or to the traveler's Individually Billed Travel Card. .

10.3 State-contracted rental cars include liability insurance and the collision damage



waiver in the contracted price. However, they are not generally included in the price of non-contracted rental cars. Therefore, travelers should purchase liability insurance, unless covered by their own car insurance, and the collision damage waiver for non-contracted rental cars. Total cost may not exceed the cost of state contracted rental car that includes the liability insurance and the LDW.

- 10.4 An Authority to Travel is not required for insurance purposes when travel is limited to the Houston area (i.e., for intercity mileage). However, it should be evident that the employee was driving to or from a university-related meeting.