

## TRAVEL EXPENSE CHECKLIST-LOCAL FUNDS

Travel Expense	In State	Object Code	Out of State	Object Code	Foreign	Object Code
General Info	<ul style="list-style-type: none"> <li>-Travel Website <a href="http://agrilifeas.tamu.edu/fiscal/travel">http://agrilifeas.tamu.edu/fiscal/travel</a></li> <li>-Disbursement Guidelines <a href="http://agrilifeas.tamu.edu/library/pdf/disbursements/guidelines-disb-funds.pdf">http://agrilifeas.tamu.edu/library/pdf/disbursements/guidelines-disb-funds.pdf</a></li> <li>-At the discretion of the department head the actual expenses for meals and lodging can be reimbursed.</li> <li>-Local funds do not have to follow STMP guidelines regarding the use of contract vendors</li> <li>-For any receipt that does not show payment information proof of payment will be required</li> </ul>		<ul style="list-style-type: none"> <li>-Travel to Mexico and Canada is considered out of state travel and not foreign.</li> <li>-At the discretion of the department head the actual expenses for meals and lodging can be reimbursed.</li> <li>-Local funds do not have to follow STMP guidelines regarding the use of contract vendors</li> <li>-For any receipt that does not show payment information proof of payment will be required</li> </ul>		<ul style="list-style-type: none"> <li>-ALL FOREIGN TRAVEL REQUIRES pre-approval by OSRS and/or Fiscal Administration</li> <li>-If employee is adlocated to or part of their salary is funded by TAMU, approved TAMU travel request must be included</li> <li>-<b>Travel Warnings-</b> countries with travel warnings require AG-812 or approved TAMU Acknowledgement of Risk</li> <li>-Convert foreign currency to US dollar using Oanda website or credit card statement</li> <li>-Receipts should be in English or traveler must identify vendor, location and detail charges</li> </ul>	
Airfare	<b>Should be Purchased with CBT</b> <b>Required Receipt must contain:</b> <ul style="list-style-type: none"> <li>-Name of Passenger</li> <li>-Airline Ticket Number</li> <li>-Class of Flight-if business class must be approved by Fiscal Admin</li> <li>-Itinerary-dates and all flight segments</li> <li>-Method of Payment</li> <li>-Amount</li> </ul>	3011	<b>Should be Purchased with CBT</b> <b>Required Receipt must contain:</b> <ul style="list-style-type: none"> <li>-Name of Passenger</li> <li>-Airline Ticket Number</li> <li>-Class of Flight-if business class must be approved by Fiscal Admin</li> <li>-Itinerary-dates and all flight segments</li> <li>-Method of Payment</li> <li>-Amount</li> </ul>	3111	<b>Should be Purchased with CBT</b> <b>Required Receipt must contain:</b> <ul style="list-style-type: none"> <li>-Name of Passenger</li> <li>-Airline Ticket Number</li> <li>-Class of Flight-if business class must be approved by Fiscal Admin</li> <li>-Itinerary-dates and all flight segments</li> <li>-Method of Payment</li> <li>-Amount</li> <li>-Travel on Federal OSRS accts must use US carrier</li> </ul>	3310
Taxis, Shuttles, Buses and Trains (Between City Transportation)	<b>Required Receipt must contain:</b> <ul style="list-style-type: none"> <li>-Itinerary</li> <li>-Class-first class must be approved in the same manner as airfare</li> <li>-Amount of Fare</li> </ul>	3011	<b>Required Receipt must contain:</b> <ul style="list-style-type: none"> <li>-Itinerary</li> <li>-Class-first class must be approved in the same manner as airfare</li> <li>-Amount of Fare</li> </ul>	3111	<b>Required Receipt must contain:</b> <ul style="list-style-type: none"> <li>-Itinerary</li> <li>-Class-first class must be approved in the same manner as airfare</li> <li>-Amount of Fare</li> </ul>	3310
Taxis, Shuttles, Buses and Trains (In City Transportation)	<b>No Receipt Required</b> must provide: <ul style="list-style-type: none"> <li>-Date</li> <li>-Amount (tips are not to be included, considered incidentals)</li> </ul>	3011	<b>No Receipt Required</b> must provide: <ul style="list-style-type: none"> <li>-Date</li> <li>-Amount (tips are not to be included, considered incidentals)</li> </ul>	3111	<b>No Receipt Required</b> must provide: <ul style="list-style-type: none"> <li>-Date</li> <li>-Amount (tips are not to be included, considered incidentals)</li> </ul>	3310
Rental Cars - Preferred vendors and contract codes (Research/Extension): Avis (F999556/F999555); or Enterprise (TX556/TX555)	<b>Required Receipt</b> must contain: <ul style="list-style-type: none"> <li>-Name of renter</li> <li>-Dates of rental</li> <li>-Itemization of all charges</li> <li>-Method of payment</li> <li>-LDW/CDW is the only reimbursable insurance</li> </ul>	3010	<b>Required Receipt</b> must contain: <ul style="list-style-type: none"> <li>-Name of renter</li> <li>-Dates of rental</li> <li>-Itemization of all charges</li> <li>-Method of payment</li> <li>-LDW/CDW is the only reimbursable insurance</li> </ul>	3110	<b>Required Receipt</b> must contain: <ul style="list-style-type: none"> <li>-Name of renter</li> <li>-Dates of rental</li> <li>-Itemization of all charges</li> <li>-Method of payment</li> <li>-LDW/CDW is the only reimbursable insurance</li> </ul>	3310
Travel Agent/Booking Fee	<b>Required Receipt</b> must show proof of payment: <ul style="list-style-type: none"> <li>-Booking Agent Receipt</li> <li>-Credit Card Statement</li> </ul>	3023	<b>Required Receipt</b> must show proof of payment: <ul style="list-style-type: none"> <li>-Booking Agent Receipt</li> <li>-Credit Card Statement</li> </ul>	3123	<b>Required Receipt</b> must show proof of payment: <ul style="list-style-type: none"> <li>-Booking Agent Receipt</li> <li>-Credit Card Statement</li> </ul>	3310
Mileage (up to the Federal Mileage Rate)	<b>Documentation of mileage</b> must be from: <ul style="list-style-type: none"> <li>-Any internet /on-line mapping program.</li> <li>-Attach driving directions with mileage listed from headquarters or alternate origin to destination. <b>Use the most cost effective, reasonably safe route between duty points.</b></li> <li>-Odometer readings: beginning and ending. Include a list of all duty points.</li> <li>-Mileage can only be claimed for one car out of every 4 employees that have the same itinerary</li> <li>Gas can not be claimed if mileage is claimed when travel is with a personal vehicle</li> </ul>	3016	Same as in state except that a <b>cost comparison must be done</b> <ul style="list-style-type: none"> <li>-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.</li> </ul>	3116	Should not have mileage for Foreign travel with the exception for mileage to and from airport.	3310
Meals (Do not allow Per Diem)	<b>No Receipt Required</b> (on most funds) must provide: <ul style="list-style-type: none"> <li>-Meal receipts are required for accounts sponsored by TX Dept of Agriculture. Contact OSRS with questions.</li> <li>-Day by Day breakdown for the <b>actual cost</b> of meals</li> <li>If one meal is &gt;or = to \$75 then receipt is required due to IRS requirements</li> </ul>	3030	<b>No Receipt Required</b> (on most funds) must provide: <ul style="list-style-type: none"> <li>-Meal receipts are required for accounts sponsored by TX Dept of Agriculture. Contact OSRS with questions.</li> <li>-Day by Day breakdown for the <b>actual cost</b> of meals</li> <li>If one meal is &gt;or = to \$75 then receipt is required due to IRS requirements</li> </ul>	3130	<b>No Receipt Required</b> (on most funds) must provide: <ul style="list-style-type: none"> <li>-Meal receipts are required for accounts sponsored by TX Dept of Agriculture. Contact OSRS with questions.</li> <li>-Day by Day breakdown for the <b>actual cost</b> of meals</li> <li>If one meal is &gt;or = to \$75 then receipt is required due to IRS requirements</li> </ul>	3310
Business Meals - Must be submitted on a purchase L-doc.	<b>Receipt Required:</b> <ul style="list-style-type: none"> <li>-Internal Revenue Service's "five W's": who, what, where, when, and why.</li> <li>-If alcohol is purchased must use allowable account and code alcohol portion 6341</li> </ul>	6340	<b>Receipt Required:</b> <ul style="list-style-type: none"> <li>-Internal Revenue Service's "five W's": who, what, where, when, and why.</li> <li>-If alcohol is purchased must use allowable account and code alcohol portion 6341</li> </ul>	6340	<b>Receipt Required:</b> <ul style="list-style-type: none"> <li>-Internal Revenue Service's "five W's": who, what, where, when, and why.</li> <li>-If alcohol is purchased must use allowable account and code alcohol portion 6341</li> </ul>	6340
Lodging	<b>Required Receipt</b> from commercial lodging establishment must contain: <ul style="list-style-type: none"> <li>-Name of guest</li> <li>-Itemization of all expenses charged (day by day)</li> <li>-Payment or method of payment</li> </ul> Will <b>not</b> 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 non-state employee and state the amount of the single room rate	3030	<b>Required Receipt</b> from commercial lodging establishment must contain: <ul style="list-style-type: none"> <li>-Name of guest</li> <li>-Itemization of all expenses charged (day by day)</li> <li>-Payment or method of payment</li> </ul> If the traveler has a guest(s) they need to document if this other person(s) was a state employee or a non-state employee and state the amount of the single room rate.	3130	<b>Required Receipt</b> from commercial lodging establishment must contain: <ul style="list-style-type: none"> <li>-Name of guest</li> <li>-Itemization of all expenses charged</li> <li>-Payment or method of payment</li> </ul> If the traveler has a guest(s) they need to document if this other person(s) was a state employee or a non-state employee and state the amount of the single room rate	3310

Parking	<b>No Receipt Required</b> must provide: -Date -Amount for each parking expense incurred	3045	<b>No Receipt Required</b> must provide: -Date -Amount for each parking expense incurred	3145	<b>No Receipt Required</b> must provide: -Date -Amount for each parking expense incurred	3310
Incidentals	<b>No Receipt Required</b> -Tolls provide amount and date -Phone or Internet business charges -Tips provide service received, date and amount (see SAP 25.02.01.M2.05 for amount of tips allowed) -Gasoline expense -Any other travel expenses not listed	3025	<b>No Receipt Required</b> -Tolls provide amount and date -Phone or Internet business charges -Tips provide service received, date and amount (see SAP 25.02.01.M2.05 for amount of tips allowed) -Gasoline expense -Any other travel expenses not listed	3125	<b>No Receipt Required</b> -Tolls provide amount and date -Phone or Internet business charges -Tips provide service received, date and amount (see SAP 25.02.01.M2.05 for amount of tips allowed) -Gasoline expense -Any other travel expenses not listed	3310
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.	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.	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.	3210
Registration	<b>Should be paid with Payment Card</b> <b>Required Receipt</b> must document: -name of the person -full name of conference (no abbreviations) -dates of conference -itemized breakdown of fees	5215	<b>Should be paid with Payment Card</b> <b>Required Receipt</b> must document: -name of the person -full name of conference (no abbreviations) -dates of conference -itemized breakdown of fees	5215	<b>Should be paid with Payment Card</b> <b>Required Receipt</b> must document: -name of the person -full name of conference (no abbreviations) -dates of conference -itemized breakdown of fees -approved travel request	5215