

Revised
11/14/11
Travel
Expense

TRAVEL EXPENSE CHECKLIST-STATE FUNDS

	In State	Object Code	Out of State	Object Code
General Info	<ul style="list-style-type: none"> -Travel Website http://agrifileas.tamu.edu/fiscal/travel -Disbursement Guidelines http://agrifileas.tamu.edu/library/pdf/disbursements/guidelines_disb-funds.pdf -Textravel - State Comptroller's Travel Guide https://fmx.cpa.state.tx.us/fmx/travel/textravel/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 Voucher AG-801 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 Voucher AG-801 with the traveler's original signature certifying business expenses 	
Airfare	<p>Should be Purchased with CBT 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 - no other exceptions -Itinerary-dates and all flight segments -Method of Payment -Amount 	3011	<p>Should be Purchased with CBT 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 - 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"> -Date -Amount (tips are not to be included, considered incidentals) 	3011	<p>No Receipt Required must provide:</p> <ul style="list-style-type: none"> -Date -Amount (tips are not to be included, considered incidentals) 	3111
Rental Cars	<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"> -MapQuest: http://www.mapquest.com - Attach copy of driving directions with mileage listed from headquarters or alternate origin to destination. Use the most cost effective, reasonably safe route between duty points. - Odometer readings with a point to point breakdown (including addresses for each duty point). -Mileage can only be claimed for one car out of every 4 employees that have the same itinerary. Gas cannot be claimed if mileage is claimed when travel with a personal vehicle. 	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)	No Receipt Required must provide: - Day by Day breakdown for the actual cost of meals - Actual cost of meals up to GSA rate listed for the particular location in Texas. -Refer to State of Texas Comptroller's website for rates: https://fm.xcpa.state.tx.us/fm/travel/travelrates.php -If location is not listed, then meals can be claimed for actual cost up to the maximum allowable GSA standard rate.	- 3030	No Receipt Required must provide: - 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.xcpa.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 -If location is not listed, then meals can be claimed for actual cost up to the maximum allowable GSA standard rate.	3130
Business Meals	Not allowed with State Funds		Not allowed with State Funds	
Lodging	Lodging up to GSA rate allowed for location refer to State of Texas Comptroller's website for rates: https://fm.xcpa.state.tx.us/fm/travel/travelrates.php -If location is not listed, then lodging can be claimed up to maximum GSA standard rate -Required Receipt from a commercial lodging establishment must contain: -Name of guest -Itemization of all expenses charged (day by day) -Payment or method of payment 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 non-state employee and state the amount of the single room rate	3030	Up to the GSA rate allowed for the particular destination, see following URL https://fm.xcpa.state.tx.us/fm/travel/out_of_state/index.php -If location is not listed, then lodging can be claimed up to maximum GSA standard rate Required Receipt from a commercial lodging establishment must contain: -Name of guest -Itemization of all expenses charged (day by day) -Payment or method of payment 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
Parking	No Receipt Required must provide: -Date -Amount for each parking expense incurred	3045	No Receipt Required but must provide: -Date -Amount for each parking expense incurred	3145
Incidentals	No Receipt Required -Tolls provide amount and date -Phone or Internet business charges -Gasoline Expenses when using state owned or rental vehicles -Any other travel expenses not listed -Tips not allowed on State Funds	3025	No Receipt Required -Tolls provide amount and date -Phone or Internet business charges -Gasoline Expenses when using state owned or rental vehicles -Any other travel expenses not listed -Tips not allowed on State Funds	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.	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	Should be paid with Payment Card Required Receipt must document: -name of the person -full name of conference (no abbreviations) -dates of conference	5215	Should be paid with Payment Card Required Receipt must document: -name of the person -full name of conference (no abbreviations) -dates of conference	5215

*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.

1. Part of Group
2. Efficient use of services.
 - A. Contractor not time efficient.
 - B. Contractor not available.
 - C. Contractor sold out
3. Health and Safety Issues

(1) For more information on State Contract Airfare see the following URL <http://www.cpa.state.tx.us/procurement/prog/stmp/stmp-airline-contract/>

(2) Contracted Rental Car Agencies are as follows:

Research Extension

Avis F999556 F999555

Enterprise TX556 TX555

Must use the above contract numbers when booking the rental car

Contract Provisions can be found at

<http://www.cpa.state.tx.us/procurement/prog/stmp/stmp-rental-car-contract/vendor-comparison/>

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