TRAVEL
Reimbursements
and
Expense Reporting
Class Objectives

♦ Learn what information is needed to complete Concur expense reports; including supporting documentation and receipt requirements.

♦ Learn where to find the information regarding travel rules and regulations.
The Basics
Know your Policy BEFORE Accruing Travel Expenses

Travel reimbursement policies vary based on the source of funds used. The three policies (TEES, Federal, State) can be found on the TEES travel website under the “Travel References and Forms” tab.

Travelers need to know prior to making travel arrangements which of the three guidelines they are to follow for the trip.
Determine Which Policy

• Most local funds follow TEES Travel Policy.

• Projects administered by Sponsored Research Services (SRS) will either follow the TEES policy, the Federal policy or if specific travel guidelines are included in the terms of a contract or grant, the provisions of that contract or grant will govern the reimbursement (referred to as Special Sponsor Guidelines). Please check with your SRS Project Administrator if you do not know which policy to follow on your SRS sponsored dollars.

• **On State dollars** (FAMIS accounts that start with a 1 and any sponsor that require State guidelines to be followed) **reimbursements are subject to the State of Texas Travel Management Program and TexTravel.** Remember, travel is not allowed on 12XXXX accounts.
Travel Resources Available

http://coe-intranet.tamu.edu/Business_and_Finance/TEES/Travel/index.php

- Please review the various tabs.

<table>
<thead>
<tr>
<th>Travel</th>
<th>Concur</th>
<th>Travel References &amp; Forms</th>
<th>Foreign Travel</th>
<th>Travel Cards</th>
<th>Memos &amp; Notices</th>
<th>Travelers</th>
</tr>
</thead>
</table>

Information and Resources for Concur, Foreign Travel and Travel Cards.

Please select the appropriate tab above.
Concur

• TEES utilizes software called Concur which is an electronic travel reservation and expense system. Concur is accessed through the SSO menu. To learn more about Concur, review this overview PowerPoint:


• Concur utilizes online approvals from the pre-trip to post-trip reimbursement cycle. Email notifications will assist with making approvers aware of pending items.

• This is not a Concur class but we will discuss some specifics about the use of Concur. (TAMU teaches Concur classes about once a month and System trainings are available on-line).
Concur Expense Reports

• This is the mechanism to allocate travel expenses to FAMIS accounts and travel classifications.

  - If the University/Agency travel card was used, expenses need to be allocated to proper categories and account(s) (i.e., you select these).

  - Out of pocket expenses need to be allocated as well.

  - Expense reports should be submitted within 30 days of the end date of travel (remember, taxation starts at 90 days).

  - If the employee is out of pocket for any expenses, a check or ACH will generate to repay them after expense report is approved.

• The expense report can and should be started as soon as the trip incurs expenses. This can be prior to travel, such as conference registration or airfare purchased prior to the departure date.
Expense Reports (Submission)

• Once all claims are added and the required receipts are attached, you are ready to click the submit button. You’ll find it at the top right of your expense report.
  - *If you are creating report for another traveler then you will see the “notify employee” button. Traveler must submit the Expense Report themselves.*

• It will then route to the appropriate account owners for approval before arriving in SRS and/or TEES Fiscal for processing.
Submission Continued

• Please note that if you are completing an expense report for another traveler you may only notify the employee one time.

• If report has been returned by Fiscal, after you make the corrections, the “notify employee” button will not reappear. Therefore, email or call the employee and let them know the expense report is ready for re-submission.
Profiles in Concur

• All travelers should setup a profile in Concur.
  - See video: Setting up User Profile

• Faculty, and most other staff, are not expected to create their own Concur expense reports; therefore, travelers will need to setup a delegate within their department to assist with Concur tasks.

• Delegates are assigned within the Concur profile. Work with your travelers to help them set up delegates and create their Concur profile.

• Make sure they complete the Mobile Registration section so they can add the Concur app to their smart phone to assist while in travel status.
New Employees in Your Department

- Assist new faculty / staff in your department with their Concur profile
- Make them aware of the Traveler Website on the COE Portal
- Consider printing out the Top Ten Employee Travel Program Basics and the policy trifold for them.

Travel

Travelers

Travelers on TEES funds have many resources available at their fingertips. Below are a few important links specifically for our travelers. Above are a series of tabs to drill into other resources as you see necessary.

10 Employee Travel Basics
Expenselt Mobile App (Use your mobile device to upload receipts into Concur)
TEES Policy Trifold (Print double sided, fold in thirds)
Receipt Guidelines
Concur Report Preparation
### Which Expenses need Receipts?

Review the [TEES Receipt Guidelines](#)

<table>
<thead>
<tr>
<th>Travel Expense Type</th>
<th>Attach Itemized Receipts?</th>
<th>Additional Documentation/Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Transportation Expenses</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rental car</td>
<td>Yes, final itemized receipt</td>
<td>See TEES Travel Policy for requirements</td>
</tr>
<tr>
<td>Taxis, Trains, Buses, Shuttles, Subways, Limousines (Limos must be documented as least expensive method)</td>
<td>Receipts required if $75 or more</td>
<td>For each expense include point to point description, date and dollar amount</td>
</tr>
<tr>
<td>Airfare (Do not include agency fee as it is an incidental expense)</td>
<td>Yes, passenger receipt/ e-ticket receipt</td>
<td>See TEES Travel Policy for requirements</td>
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<tr>
<td>Personal Car Mileage</td>
<td>Concur mileage calculator or mileage log</td>
<td>Mileage log must include number of miles along with beginning and ending addresses.</td>
</tr>
<tr>
<td>Parking (includes taxes)</td>
<td>Receipts required if $75 or more</td>
<td>For each expense include location, date and dollar amount</td>
</tr>
<tr>
<td><strong>Meals and Lodging</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Meals</td>
<td>Required if claiming above GSA</td>
<td>TEES pays actual meal expenses (not per diem); no receipt required if equal or below GSA; If above GSA, all receipts for that day required. If Federal, first and last day limited to 75% of GSA.</td>
</tr>
<tr>
<td>Lodging (Do not include hotel tax as it is an incidental expense)</td>
<td>Yes, final itemized receipt</td>
<td>See TEES Travel Policy for requirements</td>
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<tr>
<td><strong>Incidentals</strong></td>
<td></td>
<td></td>
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<tr>
<td>Airfare agency fee, hotel tax</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Gas for rental vehicle</td>
<td>Receipts required if $75 or more</td>
<td>If rental car includes any personal days, prorate gas</td>
</tr>
<tr>
<td>Checked baggage fee</td>
<td>Receipts required if $75 or more</td>
<td>1st bag only unless business reason for 2nd</td>
</tr>
<tr>
<td>Toll, Bridge, Ferry, Tunnel Fees</td>
<td>Receipts required if $75 or more</td>
<td>For each expense include date and dollar amount</td>
</tr>
<tr>
<td>Business telephone calls, faxes, internet</td>
<td>Receipts required if $75 or more</td>
<td>Only reimbursable if for business reason</td>
</tr>
<tr>
<td>Purchase of supplies while in travel status</td>
<td>Yes</td>
<td>Include reason for purchase and remember purchase should be tax exempt if within the state of Texas</td>
</tr>
<tr>
<td>Proceedings, publications, abstracts</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Visa fees for foreign travel</td>
<td>Receipts required if $75 or more</td>
<td></td>
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<tr>
<td><strong>Registration and Memberships</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Membership</td>
<td>Yes</td>
<td>Membership letter must be approved to be allowable. Federal has special rules.</td>
</tr>
<tr>
<td>Conference Registration - includes workshops and tutorials</td>
<td>Yes</td>
<td>See TEES Travel Policy for requirements</td>
</tr>
<tr>
<td><strong>Other</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Prospective employee travel expenses</td>
<td>See above for categories</td>
<td>In the comments, indicate the position for which the traveler is interviewing</td>
</tr>
</tbody>
</table>
Adding Receipts

It is helpful to add receipts before putting expenses on a report. There are multiple ways receipts can be added.

Watch video "How to Add Expenses to an Expense Report" for instructions.
Adding Expenses on Expense Reports

- Create a new expense for every field you are claiming. (*Meals can be listed by daily totals or individually by transactions*).

- Use the mileage calculator for miles driven or upload your point to point mileage log as a receipt (i.e., attach it to your mileage line item).

- Hotels must be itemized by lodging rate and by hotel tax for each day. This can be done with the “nightly lodging expense” tab.
Proof of Payment

- When reimbursing for a travel expense (not paid on a University/Agency credit card) in a category that requires a receipt, the receipt needs to show evidence that it was paid.

- Traveler cannot be reimbursed for tickets obtained with frequent flier miles, points, credits, or other incentive programs (must be out of pocket).

- A receipt that does not show proof of payment (i.e., evidence of the credit card having been swiped, or a zero balance) will not be accepted without additional information from the payee (e.g., credit card statement, cancelled check).
Concur Booking Tool

The Concur booking tool works much like other online reservation tools (Expedia, Orbitz, etc.). Travelers are not required to book reservations through Concur but it is encouraged as it is the most seamless way to use Concur, especially when a CBT card is utilized. This tool is strongly encouraged for **Fly America Act compliance** on Federal Funds. (More on this topic later.)

Concur provides TAMUS contract rates which will be equal to or less than rates found outside Concur (conference hotel registration rates is an exception). TAMUS has negotiated airline rates that are lowest if booked through Concur. Our TAMUS car rental contracts are also easily accessed through Concur.

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**Picking up the car at: (CLT) on Mon, Jul 14 12:00 PM**
**Returning on Tue, Jul 15 12:00 PM**

Green Diamonds denote contract vendor.

<table>
<thead>
<tr>
<th>Car Type</th>
<th>AVIS</th>
<th>Enterprise</th>
<th>National</th>
</tr>
</thead>
<tbody>
<tr>
<td>Economy Car</td>
<td>32.50</td>
<td>35.00</td>
<td>35.00</td>
</tr>
<tr>
<td>Compact Car</td>
<td>33.50</td>
<td>35.00</td>
<td>35.00</td>
</tr>
<tr>
<td>Intermediate Car</td>
<td>35.50</td>
<td>37.00</td>
<td>37.00</td>
</tr>
<tr>
<td>Standard Car</td>
<td>37.50</td>
<td>37.00</td>
<td>37.00</td>
</tr>
<tr>
<td>Full-size Car</td>
<td>37.50</td>
<td>39.00</td>
<td>39.00</td>
</tr>
</tbody>
</table>

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All 61 results
CTP is our Concur Travel Agent

- Booking airfare through Concur provides
  - 2% discount on United fares,
  - discounts on American Airlines,
  - lower travel agent booking fulfillment fees,
  - rapid reprice service (CTP contacts you when certain parameters are met to ask if you want to switch to lower fare)

- When you book airfare through Concur, the agent fee is $2.00 ($4 on Southwest)

- If you need the services of an agent, CTP provides service at a price generally less expensive than using a local travel agency

- See the price list on our website

- You can find contact information for CTP on the TAMUS Concur website.
Booking Through Concur

• If you need a refresher on how to book travel directly in Concur, please watch the video called “Live Travel Booking” found on the TAMUS Concur Training website.

• Remember, travel assistant delegation (to book travel for another employee) is accessed under your Concur profile and you will “Act on behalf of” the employee who has given you permission as a travel assistant for them. Then the process is the same as booking travel for yourself.
UNIVERSITY / AGENCY TRAVEL CARDS
University / Agency Travel Credit Card (CBT)

- To avoid most out-of-pocket employee travel expenses, employees should apply for a CBT card.

- CBT cards are issued in the employee's name and can be used for many categories of travel expenses on both TAMU and TEES local funds.

- The expenses are paid by a TEES/TAMU clearing account initially and you allocate the charge to the proper department account through Concur.

- Travel expenses charged to this card are the most seamless method to complete a Concur expense report.

- If College of Engineering Personnel, go through the TAMU Fiscal Office to obtain a card (complete TAMU application – not TEES!)

- If TEES personnel, go through the TEES Fiscal Office. Visit our website for links to applications and responsibilities and usage guidelines.
More on CBT cards

• Encouraging the use of these cards will make a delegate’s life easier since proof of payment issues are eliminated and charges can be moved to an expense report easily (please move within 30 days).

• The card can be used for airfare, hotel, rental car, rental car fuel, meals, registration fees, taxis, etc. on local funds (state funds are more restrictive).

• Consider keeping cards locked up centrally and disbursing before travel.

• Remind travelers that charges on a CBT are to be for just them and no other State employee. **Each employee needs to pay own charges!** This is an important concept for Concur and CBT cards.

• NO personal charges can be placed on cards (movies, alcohol, meals for spouse, etc.).
CBT Limits

• Consider lowering all balances for infrequent travelers and asking to have raised before they travel again

• If you would like to know the CBT limits for your TEES department cards, email Lynn.

• COE personnel – your cards might all be on TAMU side so inquire with TAMU
CBT Training Available

• TEES offers a TrainTraq online course for cardholders

• It is required for new TEES cardholders

• Please encourage all Employee CBT cardholders to take this short concise course to help them understand their responsibilities when using a travel card and the requirements for allocation and timely submission of charges

• 2113989 : TEES Travel Card Training
DART Cards
Another Concur Card

• Used for prospective employee, guest, and non-employee student business travel expenses.

• Card is checked out to these individuals for their travel and then cancelled (by you) once the travel period has ended.

• Issued in the agency’s name and must be linked in Concur to an active employee who will be responsible for allocating the expenses on the card to the appropriate expense report in Concur.

• Used for any valid travel expense (airfare, hotel, rental car, rental car fuel, meals, taxis, etc.) on local funds.
TEES does not offer department CBT

- Employee travel must be on the employee’s CBT card (or a personal card if they chose not to use a CBT), not a department card or another employee’s card.

- Individual employee cards can be kept central – don’t have to be given out but need to be used for that employee’s travel.

- Dart cards can be used for non employee student travel or department visitor travelers.

- An employee can use their CBT card for a non employee student traveler or department visitor travelers (as opposed to a Dart card if that is the preference).
When Should I Allocate Charges on a Travel Card to an Expense Report?

• As a delegate, you should review your travelers’ profiles for expenses regularly and allocate them to the proper trip as soon as possible.

• All travel card charges must be put on a report within 60 days of the transaction date of the charge.

• Why 60? That is how long we have to dispute a charge with Citibank.

• If the travel card was issued by TAMU, review reports they send out for older credit card transactions (60 and 90 day transactions).

• If travel card issued by TEES, we will contact department staff about older transactions we need taken care as soon as possible.
Travel Card Charge Disputes

• Any disputes of charges on the Travel card must be initiated as quickly as possible. Attempts should be made by the cardholder to first resolve the issue directly with the vendor. If resolution cannot be reached, you may initiate a dispute for a questionable transaction by contacting Citibank Customer Service Department at 1-800-248-4553. The customer service department will handle the questions they can and if warranted will pass the call onto the Dispute Team.

• Citibank allows disputes to be initiated within 60 days of when the transaction occurred, even if the merchant is working on resolving the dispute, to ensure your dispute rights.

• If a form is needed, the instructions and forms are available:  
Why is 90 days Important?

• All travel expenses (credit card charges and out of pocket) must be adequately accounted for within 90 days

• This means submission of a Concur expense report within 90 days of travel end date (best practice is 30 days)

• If not submitted within 90 days of travel end date expenses become tax reportable income to the employee and a completed tax withholding form must be attached to the expense report

• You must address this topic either with the tax withholding form and/or complete the over 90 day explanation field on the report header.

• Best practice is to make sure your ABA has discussed the taxation with the employee so they are not caught off guard
90 Days continued

• When travelers turn in receipts to your department business office, please date stamp receipts!

• Then if the expense report is not submitted within 90 days, we have an exception on which to not tax the employee.

• However, if the expense report is not submitted within 90 days of the end date of travel and it has travel card transactions, you run the risk of the travel card being suspended until the report is both submitted and approved.

• Please remember that charges on an agency/university travel card are initially paid on a Fiscal Office account (TAMU or TEES) and the charges are not moved to the proper account until the Expense Report is submitted and approved.
TEES Tax Withholding Form Process

• Continue to use the Engineering Payroll “Request for Tax Withholding on Non-salary Compensation Items” form on all CC28 funded vouchers that require taxation.

• Please continue to attach the completed form to the appropriate Concur or AggieBuy document.

• As a reminder when filling out the form, TEES research accounts cannot be used as the “account number” on the form. A local account needs to be put on the form, regardless of the account number that paid the AggieBuy / Concur document (i.e., the account used for taxes is often different from the account used for the voucher).

• If you have questions about accounts that can be used on the Request for Tax Withholding form, please contact Andy Hinton.
Trip Approval
All Travel Must be Pre-Approved

- All employees and students must have prior approval to travel.
- While the travel must be approved, the travel approval is not required to be documented on the expense report with the exception of foreign travel.
- Only Foreign travel requires formal approval through TR process in Concur.
- Domestic travel approval can be as simple as an email.
- The Fiscal Office only verifies that foreign travel has an approved TR in Concur.
Concur Travel Request

- All *foreign* trips require a Concur Travel Request (TR) to be approved prior to the travel beginning (see [Dean Banks Memo](http://coe-intranet.tamu.edu/Business_and_Finance/TEES/Travel/Foreign_Travel.php)).

- Check with your department as to whether they require TRs for other trips.

- All foreign travel in Engineering must route to the TEES Foreign Desk to track employees traveling abroad and to review the risk of traveling to that country.

- See the Foreign Travel tab on the TEES Travel website site (below) for information.
Foreign Travel TR Tips from Export Control Area

• Foreign travel requests must be submitted 7 days prior to the trip start date.
  - If not, an exception must be approved by Dr. Anand.
  - The request for the exception should come from the Department Head to Dr. Anand.

• Foreign travel requests need manual routing in Concur to:
  - “TEES, 28Foreign One” desk
  - Department Head

• Dollar amount doesn’t matter for this process – Export Control area needs to see all Engineering personnel foreign trips, regardless of funding source.

• A detailed daily itinerary needs to be attached to all foreign travel requests.
Include in the Detailed Daily Itinerary

If traveling to attend or present at a conference -
• Name of conference (no acronyms)
• Link to conference web site (if available)
• Name of conference host (if known) or conference registration (if available)

If traveling to collaborate with others –
• Full Name(s) of known collaborators traveler is meeting with (no acronyms or abbreviations)
• Full name of known companies or institutions being visited (no acronyms or abbreviations)
To manually add TEES, 28Foreign One to the routing click on the APPROVAL FLOW tab

- Click on the plus sign, add TEES 28Foreign One as close to the beginning of the routing as possible. Start typing TEES and a drop down box will appear, select TEES 28Foreign One.
Screen Shot and Detailed Instructions

Click “SAVE WORKFLOW”

Detailed instructions for this process can be accessed [here](#)
Foreign Trip Expense Report

- *Create the expense report directly from the approved foreign TR*

- Do not create an expense report until you have the approved TR (this should not be an issue since foreign travel MUST be approved in advance).

- If you have a rejected travel request (TR) but the traveler had charges on a University/Agency CBT card, those charges must be allocated to a Concur expense report.
  - Create an expense report marking expenses “Personal Expense-do not reimburse” (a Concur check box option).
  - PDF of the rejected TR needs to be attached to the Concur Expense Report and then submit (route) the expense report as usual for processing.
  - Once the expense report is approved for payment, Accounts Receivable will know to generate an invoice to the traveler for these expenses which have been marked as personal.
Think of an Expense Report like a Puzzle
Puzzle?

• Each category of the traveler's trip (e.g., airfare, hotel, conference registration, meals, etc.) is a puzzle piece.

• The pieces of the puzzle all need to fit together and make sense to you before you create the report.

• In other words, look at the dates of each receipt and be sure you understand what happened during the trip before asking the traveler to submit.
  - An itinerary is always a great starting point!
  - Review the conference website - great resource for dates
  - Communicate your questions with the traveler to make sure you can take pride in the document you create
  - Example: if the dates of the air flight are 2/18 – 2/23, what are the dates of the conference? If it did not start until 2/22, find out if business was conducted on 2/19 and 2/20.
  - If you don’t understand what you are submitting, neither will the auditor!
How Many Trips Should I Put on One Concur Expense Report?

• Just one!

• Unless you have multiple destinations on same trip (no return to HQ between locations) or a mileage log of local area travel, each report should be just one location.

• All expenses for one trip should be submitted on just one report (don’t submit some expenses for a trip then do another Concur expense report later for the rest of the expenses – try to do all at one time and if extenuating circumstances prevail (getting past due dates), explain that on the second report so auditor knows to look at other report to see the rest of the PUZZLE pieces.
Accurate Dates of Travel

• Travel dates on expense report need to be accurate and reflect the entire time period the employee was away from HQ (include personal days if applicable)

• If personal days are taken while in travel status, they must be noted on the Purpose and Benefit section of the report header (or attach a day to day itinerary as a receipt image).

• If multiple destinations before returning to HQ, itineraries are very helpful and watch for personal days between trips.

• Remember the puzzle concept!
Combining TEES and Personal Business

- If a traveler combines personal travel with official state business travel, any meal, lodging, car rental, etc. expenses that were incurred on personal days cannot be reimbursed. Prorate:
  - personal days at hotel
  - airport parking
  - rental car gas / rental car charges
  - meals on personal days

- Travelers should not use a CBT card in these situations. If they do, expenses will have to be marked as “Unallowable Charge” (A/R has to be involved to invoice the traveler to pay TEES back or if out of pocket expenses, it will decrease the amount paid to vendor).
Check box for Unallowable Charges i.e., personal charges that should not have been put on a TEES/University travel card
Combining Business and Personal Con’t

• The reimbursement (or payment of) transportation expenses may not exceed the sum of the lowest available cost of transporting the employee from HQ to the duty point and back.

• Printed comparisons are required
Airfare Cost Comparisons

• Should be done at the same time as the actual ticket purchase.
• If after the fact, then look at flights at least 2 weeks in advance from today’s date (preferably 21 days), airfare for the travel dates of business-only leg(s), and use the same airline and same departing/arrival airport.

• Example:
  - Traveler purchased airfare that included an extra non business city but did not obtain a cost comparison for the business-only travel days.
  - The actual airfare (included combined business/personal) was departure on Monday, then they went to non-business city on Thursday and returned to HQ on Sunday.
  - The cost comparison flights should be at least 2 weeks from today’s date, with departure on Monday and return on Thursday of the same week for only the HQ to business city and return (using same HQ and business airports as actual ticket).
What Should I do if I see an Airline Change Fee on a Ticket (or no show hotel, etc.)?

1. Ask the traveler why there was a change / cancellation charge (if you don’t already know the reason)
2. Explain the charge on the comment field in Concur
3. Determine if the reason follows the TEES change fee policy (next slide)
4. Figure out what account to use for the change fee (see expenditure grid)

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</tr>
</thead>
<tbody>
<tr>
<td>Travel Related Expenditures (Employee)</td>
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<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
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<tr>
<td>Change/Cancellation Fees (when not complying with standard TEES Travel Policy)</td>
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<td>Faculty Development Leave (travel expenses)</td>
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<td>Foreign Travel</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>E</td>
<td>E</td>
<td>E</td>
<td>Rel/E</td>
<td>A/E</td>
<td>Srs/E</td>
<td>Srs/E</td>
<td>E</td>
<td>E</td>
<td>E</td>
<td>E</td>
<td>E</td>
<td>E</td>
<td>E</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sales Tax-Employee in Travel Status (parking, internet, food) (excludes business meals and purchase of goods)</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>A</td>
<td>Srs</td>
<td>Srs</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td></td>
</tr>
</tbody>
</table>

Note: This document serves as a general guideline to assist divisions in voucher preparation. It does not constitute an official audit or compliance document. All expenditures on TEES fund sources remain subject to fiscal audit and compliance. Any reimbursement for expenditures not specifically listed on this grid will be reviewed by TEES on a case-by-case basis and could be subject to limitations on only certain funding sources. Sponsor approval does not supersede TEES review and approval.
Change Fee / Cancellation Charges

A state agency may pay or reimburse a state employee for a cancellation charge if:

♦ the charge is incurred for a reason related to state business; or

♦ the charge is incurred for a reason related to state business that could not be conducted because of a natural disaster or occurrence; or

♦ the employee was unable to use the transportation, hotel, etc. because of an illness or a personal emergency (sick leave eligible).

If your department chooses to pay or reimburse for a change fee / cancellation that is not documented to comply with one of the above three choices, see “Change/Cancellation Fees” line on the Expenditure Guidelines Grid for allowable accounts.
Lodging and Meals
Lodging on TEES Travel Policy

- Travelers may be reimbursed for the actual costs of reasonable and necessary lodging at single room rates outside of their headquarter city. Travelers are encouraged to review GSA rates and obtain lodging near that dollar amount.

- Itemized receipts for lodging are required. The receipt needs to include name and address of the commercial lodging establishment, name of traveler, single room rate, and daily itemization of charges, along with proof of payment (if CBT not used).
What is “Single Room Rate”?

- If hotel receipt shows 2 people in the room find out who lodged with the traveler - another employee or personal guest?
  - If personal guest (i.e., spouse), determine if the hotel had an additional charge for the second person. This typically means calling the hotel and asking (remember the puzzle). Note the answer in Concur. If extra charge, then itemize and mark that portion of the expense “personal”.

- If hotel guest is another state employee, you will need a certification statement from the non-paying state employee (signed statement or email from them). See slides on certification statement topic later in presentation.

- If traveler really lodged alone in the room, please note the hotel error in Concur as a comment.
Hotel Taxes – All Funds

• Employee travelers are exempt from Texas state hotel occupancy taxes. (i.e., can’t pay this tax at hotels in Texas)

• Employees must present an exemption certificate to the hotel desk clerk at the time of check-in when traveling in Texas. The form can be found on the TEES Travel website under Travel References & Forms.

Recap:

• In-State Lodging:
  - Exempt from paying the State Hotel Occupancy Tax (6%)

• Out-of-State Lodging:
  - Not exempt from paying any taxes
Texas Hotel Occupancy Tax Exemption Certificate

Provide completed certificate to hotel to claim exemption from hotel tax. Hotel operators should request a photo ID, business card or other document to verify a guest’s affiliation with the exempt entity. Employees of exempt entities traveling on official business can pay in any manner. For non-employees to be exempt, the exempt entity must provide a completed certificate and pay the hotel with its funds (e.g., exempt entity check, credit card or direct billing). This certificate does not need a number to be valid.

Name of exempt entity

Texas A&M Engineering Experiment Station

Exempt entity status (Religious, charitable, educational, governmental)

Educational Entity

Address of exempt organization (Street and number)

City, State, ZIP code

College Station, TX 77843-3124

Guest certification: I declare that I am an occupant of this hotel on official business sanctioned by the exempt organization named above and that all information shown on this document is true and correct. I further understand that it is a criminal offense to issue an exemption certificate to a hotel that I know will be used in a manner that does not qualify for the exemptions found in the hotel occupancy tax and other laws. The offense may range from a Class C misdemeanor to a felony of the second degree.

Guest name (Type or print)

Hotel name

Sign here

Guest signature

Date

Exemption claimed

Check the box for the exemption claimed. See Rule 3.161: Definitions, Exemptions, and Exemption Certificate.

☐ United States Federal Agencies or Foreign Diplomats. Details of this exemption category are on back of form. This category is exempt from state and local hotel tax.

☐ Texas State Government Officials and Employees. (An individual must present a Hotel Tax Exemption Photo ID Card). Details of this exemption category are on back of form. This limited category is exempt from state and local hotel tax. Note: State agencies and city, county or other local government entities and officials or employees are not exempt from state or local hotel tax, even when traveling on official business.

☐ Charitable Entities. (Comptroller-issued letter of exemption required.) Details of this exemption category are on back of form. This category is exempt from state hotel tax, but not local hotel tax.

☐ Educational Entities. Details of this exemption category are on back of form. This category is exempt from state hotel tax, but not local hotel tax.
Hotel Booking Website Tax Issue

• When using online booking tools such as Expedia, Priceline, Orbitz, etc., ALL taxes are included.

• When the hotel room is in Texas, it is almost impossible to get these taxes refunded but TEES has no source of funds to pay the state occupancy tax portion.

• Please discourage the use of these sites as the 6% tax can not be reimbursed/charged on TEES funds.
HOW do You Know How Much Tax to Remove?

• In Texas, hotel tax rates vary from 6% - 17.5%

• Example, room rate is $130 and hotel taxes are $28
  - $28 / $130 = 21.5% tax
  - $130 × 6% = $7.80
  - $28 - $7.8 = $20.20 in allowable taxes
How Many Nights of Lodging are Reimbursable?

- Lodging expenses incurred the night before state business begins and the night after state business ends are reimbursable.

- Lodging expenses incurred more than one night before or after state business begins or ends are generally not reimbursable.

- Departments are responsible for determining how many nights are appropriate for the travel situation within these guidelines.
Examples for How Many Days of Lodging are Reimbursable:

If business ends on a Thursday, Thursday night’s lodging is allowable. Lodging for Friday night will not be allowable unless a cost savings can be proven (quotes at booking time required) or CFO approval attached for justification of the extra night.

If business begins on a Monday, Sunday night’s lodging is allowable. Lodging for Saturday night will not be allowable unless a cost savings can be proven (quotes at booking time required) or CFO approval attached for justification of the extra night.

Follow the change/cancellation fee line on grid for eligible accounts after CFO approval obtained.
Sharing Lodging Receipt Requirements

- Each employee must claim their share of the lodging expense.

- The preferred method is for each traveler to pay their share (i.e., split at time of checkout).

- If the name on the lodging receipt is different, then the employee must provide proof that the expense was incurred. Proof may be credit card slip, credit card statement, canceled check, or receipt from the other individual. This is easy when using a CBT card.

- If one employee pays the entire hotel expense, then a certifications statement (see single room rate slide) is needed from the non-paying employee.
Meal Reimbursements

• Travelers may be reimbursed for the **actual cost** of meals up to the applicable Federal domestic maximum GSA rate for the location (no receipts are required in this case).

• Meal reimbursement includes the actual cost of reasonable and necessary food, non-alcoholic beverages, gratuities, taxes, and other incidental expenses (fees/tips given to porters, baggage carriers, bellhops, hotel maids, etc.).
Meal Reimbursements
GSA selection

• Mark the appropriate GSA meal rate on the Concur expense report header. Please remember that this should only include the meal rate from the GSA website, not the hotel amount or the total amount (it includes hotel).

• Select the correct fiscal year on the GSA website - rates update on Federal fiscal year which starts Oct 1. Use rates based on the dates the trip.
Meal Reimbursement – GSA over $75

- If the meal GSA rate exceeds $75, then we need an extra step taken if the employee is claiming over $75 in meals for one day.
  - Add comment “no single meal equaled $75 or more” (if this is true)
  - Below is the meal GSA for NYC. It is $76 so a statement like the above is needed if your traveler spent the full GSA rate on a single day of meals.

---

Meals & Incidentals (M&E) Breakdown

Use this table to find the following information for federal employee travel:

- **M&E Total** - the full daily amount received for a single calendar day of travel when that day is neither the first nor the last, and the amounts for meals and incidentals. M&E Total = Breakfast + Lunch + Dinner + Incidentals - deducted from trip voucher. See More Information
- **First & last day of travel** - amount received on the first and last day of travel and equals 75% of total M&E.

<table>
<thead>
<tr>
<th>Primary Destination</th>
<th>County / States / Cities</th>
<th>M&amp;E Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>New York City</td>
<td>Bronx / Kings / New York / Queens / Richmond</td>
<td>$76</td>
</tr>
</tbody>
</table>
If a single day of travel meals exceeds the GSA maximum for the location then with the full day’s receipts, travelers may be reimbursed for the actual costs of reasonable and necessary meals and gratuities for that day. In other words, the entire day’s meals and tips must be substantiated with receipts (or imported from an agency credit card directly into Concur) if the GSA maximum is exceeded.

Time saving hint: If your travelers will use the ExpenseIt feature within the Concur Mobile app to capture a receipt image, Concur will create the expense for them and attach the receipt.
A delegate can email a receipt image to receipts@expenseit.com and put their user’s verified email address in the subject. ExpenseIt will process the image and will send it to Concur to assign to the user whose verified email address is referenced in the subject. The user must have a verified email address in their profile. Once in Concur, it can be imported to a report.
Travel meal reimbursements are for the traveler's meals only. Sales tax is allowed on travel meals.

Alcoholic beverages are unallowable and must be deducted before submitting a claim as a travel meal reimbursement.

An employee may not be reimbursed for meals when traveling on official business that does not require an overnight stay unless the meal is considered a business meal and is substantiated as such (IRS 5 Ws).

Business meals that occur during overnight travel should be added to the Concur expense report, not paid through AggieBuy. Either include the TEES Business Meal/Food form or explain the IRS required five W’s: who, what, where, when, and why.

Remember, business meals paid on a CBT card (or Pcard) are tax exempt – a sales tax exemption certificate should be provided to the establishment and no tax placed on the card.
Lodging and Meals on State Travel Guidelines
The State of Texas has developed the State Travel Management Program (STMP) in an effort to reduce the cost of travel.

STMP contracts and other resources can be found at: http://www.window.state.tx.us/procurement/prog/stmp/

All travel expenditures paid from state funds are required to adhere to STMP guidelines and contracts, unless defined as a valid exception.
Lodging on State Travel Guidelines

- State has started a new program called Hotel Engine. It does not integrate with Concur. For now, please make sure the nightly rate paid at a hotel is GSA rate or lower and no exception is needed. Any higher amount must be moved to local funds.

- If lodging is not obtained at the duty point, lodging expense should not exceed the GSA for duty point, unless unable to obtain reasonable lodging within duty point (business reason must be explained in Concur comments).
Meals and Lodging Rates on State Funds

GSA meal and lodging rates schedule:  
http://www.gsa.gov/portal/category/21287

Lodging: Actual cost of lodging up to the GSA rate for destination

Meals: Actual cost of meals up to the GSA rate for destination; Tips cannot be paid on funds that follow State rules

If destination city/county is not listed on GSA site, use the “standard rate” for that state as listed on GSA page. For Federal FY20, in-state lodging (Texas) allowance is up to $96 if destination city/county is not listed.

This rate is updated each year at  
Meals on State Travel Guidelines

• Actual cost of meals up to the GSA rate for destination. (TEES only reimburses for actual meal expenses up to a maximum. Per diems are not paid.)

• If lodging is not obtained at duty point, meal expense reimbursement may not exceed the lower of:
  - Maximum meal GSA for the duty point; or
  - Maximum meal GSA for the lodging location.

• Special Provision (if business reason is provided on the voucher):
  If lodging is not obtained at duty point because reasonable lodging was not available within duty point, meal expense reimbursement may not exceed the greater of:
  - Maximum meal GSA for the duty point; or
  - Maximum meal GSA for the lodging location.
Transportation
Reimbursements for Mileage

Travelers who drive their own vehicles for in-state travel may be entitled to mileage reimbursement.

- The mileage reimbursement rate covers all fuel, maintenance, insurance, transportation, and operating costs.

- Damage to privately owned vehicles used for TEES business is covered by the traveler’s private insurance.

- TEES does not assume responsibility for deductibles or other uninsured loss to the vehicle.
Reimbursements for Mileage

The number of miles traveled by an employee for state business may be determined by either:

Concur mileage calculator for miles driven

-OR-

Actual odometer readings with specific point to point itemization as a receipt (attach it to your mileage claim in Concur). Sample log on next slide.
### Sample Mileage Log

**Mileage log for: Mary Doe**

**Designated HQ: TSHB, College Station TX**

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
<th>Address From</th>
<th>Address To</th>
<th>Mileage</th>
</tr>
</thead>
<tbody>
<tr>
<td>4/1/2009</td>
<td>residence to IAH to catch flight to Boston</td>
<td>residence-3204 Oakside, Bryan TX</td>
<td>IAH Houston airport</td>
<td>102.0</td>
</tr>
</tbody>
</table>

**Total Mileage Recorded:** 203.5
Mileage

• Mileage will be calculated to and from the traveler’s headquarters to the business destination or from an alternate location such as residence, if applicable.

• Mileage for traveling between the place of lodging and a place of entertainment, visiting friends/family, sightseeing, or shopping is not reimbursable.

• While in travel status, mileage claims for travel between lodging and restaurants must be reasonable distance considering all relevant business circumstances.
Mileage Rate

• Mileage will be reimbursed at the rate set by the IRS for business travel.

• Concur mileage calculator will select the proper rate based on the date of the line item. If travel crosses rates (at end of calendar year), you will need to list the mileage by day.

• If traveler drove personal car using STATE funds, there must be a Rental Car vs. Mileage Reimbursement Calculator attached as a receipt image in Concur.
Four-Per-Car Rule

On State funds, when employees from the same agency travel on the same dates with the same itinerary, they must coordinate travel.

When four or fewer employees travel on the same itinerary, only one may be reimbursed for mileage.

When more than four employees travel on the same itinerary, only one out of every four may be reimbursed for mileage.
Rental of Motor Vehicles

Rental vehicles should be used to obtain economical or practical transportation, i.e., when it would cost more to travel by privately owned vehicle, taxi, bus, etc. It is recommended to use rental vehicles due to the personal liability issues.

Reimbursable costs include:

• Applicable taxes and similar mandatory charges

• LDW (loss damage waiver or comprehensive) and liability insurance – make sure to take if not included in rate

• Can reimburse for up to 4 door full size on TEES and State policy. If car class used is above full size, the traveler must provide a justification.

• GPS not allowable on State Policy

Charges for liability insurance supplements, personal accident insurance, safe trip insurance, and personal effects insurance are not reimbursable for domestic travel.
Rental of Motor Vehicle – Federal Funds

- Federal funds are accounts that start with a 5.

- Federal policy only allows up to a midsize car (compact, economy, intermediate, standard).

- If full size or larger vehicle, please provide a business or special need justification.
Contract Rental Car Companies

- When traveling on State funds, employees must use a State Contract Vendor or show proof that rate was lower than State Contract (i.e., our negotiated rates with Hertz and Enterprise which are on our website).

- Upon making reservations, provide TEES or TAMU contract identification number (see rate sheets on our website or State site). These rates can and should be used even when traveling on TEES Travel Policy.

- LDW and liability insurance are included on most contract rentals.
Motor Vehicle Rental Exemption Certificate

Rental cars in the state of Texas include a 10% motor vehicle rental tax that cannot be paid on any source of TEES funds if the car is paid on a CBT card or Direct Billed (i.e., put in purchasing system).

It is very important that your travelers know to take this form to rental car company and ask for the exemption if using a CBT credit card.
Motor Vehicle Rental Tax Exemption Certificate

Texas A&M Engineering

This exemption certificate is NOT VALID FOR TAX-FREE REGISTRATION. This exemption certificate MUST be attached to the rental contract.

Name of Vehicle ___________________________ Vehicle Identification Number ___________________________

Model Year ___________________________ Body Style ___________________________ License Number ___________________________

The undersigned claims exemption from payment of motor vehicle gross rental receipts tax under the Taxes of Sale, Rental and Use of Motor Vehicle Law (TEX. TAX CODE ANN. ch. 152), on the rental of the above described motor vehicle from:

Name of Rental Company ___________________________
Address ___________________________
City, State, ZIP Code ___________________________

Renter Claims this exemption for the following reason:

☐ A Public Agency - A public agency is exempt from motor vehicle rental tax. A public agency includes the federal government; a department, commission, board, office, institution, or other agency of the state of Texas or of a county, city, town, school district, hospital district, water district or other special district, authority or political subdivision created by or pursuant to the constitution or the statutes of this state. An organization may receive federal or state funds and still be entitled to an exemption from motor vehicle rental tax.

I declare that the information contained in this document and any attachments is true and correct to the best of my knowledge and belief.

Name of tax-exempt person or organization ___________________________

Authorized Person
Sign Here: ___________________________
Address (Street & Number) ___________________________
City, State, ZIP Code ___________________________

NOTE: This form may be reproduced, but must be substantially in the form set out above. Do not send the completed exemption certificate to the comptroller of public accounts.
Rental Vehicles Receipt Requirements

The final original itemized receipt issued by the rental company must include the following:

- the name of the rental company,
- the name of the employee renting vehicle,
- the starting and ending dates of the rental,
- an itemization of the expenses incurred, and
- proof of payment (when not on a CBT)
Rental Car or Mileage Reimbursement Requests for Out-of-State Travel

- If a personal vehicle or a rental car is driven out of state (as opposed to flying), a business reason is needed to explain why a flight was not taken.

- Attach advance airfare quote if reason is lower total cost. Remember, TEES must minimize the amount of travel expenses reimbursed by ensuring that each travel arrangement is the most cost-effective considering all relevant circumstances.
Parking

The following information is needed in Concur for parking expenses:

- Date of each parking expense
- Dollar amount of each occurrence
- Location explanation of each occurrence (parking for conference, parking at airport, parking for lunch, etc)

Receipt required if single charge is $75 or more.
Parking Discounts

- The A&M System has negotiated some parking discounts.
- See our website for information about
  - The Parking Spot
  - Parking Hero
Taxi, Shuttle Services, Bus Fares, Subways, Tolls

- Taxi, shuttle services, bus fares, and subway expenses must include the point to point description, date, and dollar amount.

- Tolls must list each day the expense was incurred and the amount of the expense incurred each day.

- Based on IRS guidelines receipts are required for any single fare or expense that is $75 or more.
Tolls

• Remember to not just submit as a lump sum for multiple days with no breakdown of cost per day - unless the receipt with breakdown is attached.

• For tolls associated with rental cars, obtain receipt with a breakdown here:

  https://htallc.com/receiptrequestagencies.aspx

  or

  https://www.platepass.com/receipt/Receipt.aspx
Airfare Ticket Receipt Requirements

Original and complete airline ticket receipt/passenger receipt required - it needs to include the following level of detail:

- the name of the employee and airline,
- the ticket number,
- the class of transportation,
- the travel dates,
- the amount of the airfare,
- the origin and destination of each flight, and
- proof of payment if paid out of pocket  (use CBT to avoid) (passenger itinerary alone is unacceptable; the receipt with proof of payment is required)
Air Travel

First/business class airfare may not be purchased without additional documentation and must be charged to a proper account. (See expenditure grid and TFO Memo 2010-15: Cost Effective Travel Arrangements)

Frequent flyer miles or discounts obtained during official business may be used by the traveler for private purposes, as long as no additional expense was incurred to obtain them.

Preferably, airfare tickets are placed on a travel card.
Air Travel on State Funds

• Listing of State contract air fares by city is available at **STMP website**. The fare basis codes of “YCATX” and “_CATX” are used when booking state contract airfares.

• Airfare MUST be paid on CBT card. If not on CBT card, it MUST be paid on LOCAL funds.

• If flight is purchased less than 2 weeks prior to the departure date, justification as to why must be explained in Concur.
A traveler can be reimbursed for the checked baggage fee for one piece of luggage.

- A second bag fee will only be reimbursed if a specific business reason is stated on the voucher. Remember the puzzle concept!

- Overweight and oversize baggage fees will also require a business reason to be reimbursable.

Receipts are required if the expense is $75 or more.
Other Travel Issues
Travel Classification
Employee vs Student

- On the Expense Report Header, complete this field accurately.

- On TEES funds, most “student” travel is actually “employee” travel because they are traveling related to their research and not for coursework. If student travel, identify what course is it for (not allowed on State funds). **Students must have receipts for all expenses (3410).**
Student Travel

- TAMU has additional rules for involving the traveling of their students. These are not managed by the TEES Fiscal Office but we are making you aware just as an FYI.

- [http://disbursement.tamu.edu/travel/student/approval/](http://disbursement.tamu.edu/travel/student/approval/)

The notification of travel must be provided prior to departure to the following:

- The University department, unit, or student organization advisor, and,
- The Critical Incident Response Team (CIRT). Adherence to the following procedures will provide notification to the Critical Incident Response Team:
  - If traveling internationally, travel notification and submission of required documentation should be completed through the Study Abroad Programs Office. See the foreign travel section for more information on approval requirements.
  - If traveling domestically, travel notification should be completed utilizing the Travel Notification Form provided by the Department of Student Activities.
Travel Classification – Participants

- Remember, participants are only on sponsored accounts (SRS) and are typically not TAMUS employees or students

- Participants need receipts for taxation purposes
Participant Definition

• “An individual who is the recipient of a service or training provided by a workshop, conference, seminar, symposium or other short-term instructional or information-sharing activity funded by a sponsored project”.

• A TAMUS employee may NOT be a participant unless SRS email attached to the report.
Visitors

• Concur expense reports should be used to pay all travel expenses – not just employee or student travel.

• If guest speakers or other independent contractors (IC) have out of pocket travel expenses (receipted), these need to be reimbursed via Concur, (not AggieBuy); use FAMIS External VID.

• If paying a combination of receipted and unreceipted expenses (e.g., speaker fee), put through AggieBuy with an independent contractor form. In AggieBuy you will create a separate line item for the fee (and other unreceipted items) since they are coded differently than receipted expenses and have tax implications. All unreceipted expenses (and the fee) are subject to IRS 1099-MISC taxation.

• If fee is being paid separate (invoiced alone), then pay the fee in AggieBuy and the receipted travel expenses in Concur.
Travel Classification
Prospective Employee

• May reimburse travel for interview or evaluation

• Must state prospective job title

• Same rules apply to prospective employee as apply to a current employee

• No exemption from State Hotel Occupancy Taxes—may be reimbursed if paid
FAMIS External VID

• When paying a non-employee for out of pocket expenses, ensure that a FAMIS external VID has been setup for the vendor.

• You will know if it has when you start entering the VID with “28” space “last name”.

    If you see the vendor under 02 but not 28, you need to contact **TEES vendor setup**. If you don’t see the individual at all, and paying on CC28 funds, contact **TEES vendor setup**. If splitting between 02 and 28 funds, contact both vendor setup groups.
Certification Statements (Why)

• This is needed when one employee pays another employee’s travel expenses. WHY?
  - Because, the non-paying employee(s) misses the step to certify their own travel expenses.
  - Therefore a certification statement from the non-paying employee(s) is required (attach email from each non-paying employee in payee’s report receipts).
Certification Statements (What)

- The certification statement must include the following
  - Business travel location,
  - Travel dates,
  - Name of paying employee,
  - Expenses paid (vendor and amount),
  - and the “I certify” statement (next slide).

- An email from the non-paying employee is preferable.

- Note: without the above detail, the non-paying traveler is not certifying specifically THIS trip and THESE expenses.
I certify these expenses are true, correct, unpaid to the best of my knowledge, and I will not request personal reimbursement for the expenses listed. I certify expenses were incurred in the course of conducting official business, research, or other sponsored activities, and are properly chargeable to account(s) listed. I further certify no alcohol was purchased in association with expensed meals, or if so, receipt(s) provided, expenses marked appropriately and business purpose of the alcohol documented on the report.
Other Issues
Laundry

Expenses incurred for laundry, cleaning and pressing of clothing are reimbursable within the United States (including Alaska, Hawaii, U.S. Territories, and Possessions). However, the employee must incur a minimum of four (4) consecutive nights at the place of lodging (on business travel) to qualify. A receipt is required if $75 or more.

Laundry expense is not allowed on State funds.
Conference Registration Fees

• Reimbursement to individuals for registration is only allowed after the conference has occurred.

• Registration should be put on a CBT card (not payment card if it can be avoided) or paid through AggieBuy directly to the vendor.
Payment of registration fees require the following:

- Full name of conference (no abbreviations allowed)
- Name of attendee
- Dates of conference
- Optional conference meals are handled as a travel meal expense (see TFO memo 10-06) and subject to applicable GSA maximum rates
Packaged Travel Arrangements

• The cost of each type of travel (airfare, hotel, rental car) must be separated on the expense report

• Each travel type is reimbursable only to the extent it would have been reimbursable had it not been included in a package

• Don’t forget to remove State of Texas Hotel Occupancy Tax
Travel to Washington, DC

On State funds, if a trip to Washington, D.C., involves activities to obtain or spend federal funds or impacts federal policies:

- Office of State-Federal Relations (OSFR) must be notified at least 7 days prior to departure date

- Complete OSFR form which is linked in Concur
Travel Classification – Washington D.C.

Notice message
Foreign Travel
Foreign Travel

Foreign travel must be for the benefit of the State of Texas and any personal benefit thereby accrued must be solely incidental to the official purpose of the travel.

Sponsors differ in defining the term “foreign” so when traveling on SRS managed accounts, travelers should contact the SRS Project Administrator to be sure the contemplated travel is correctly classified.

State Funds cannot be used for foreign travel.

Remember to follow foreign TR rules discussed earlier.
TAMUS Assistance Abroad Program

CISI is a 24 hour travel and security assistance service for faculty, staff and students who travel to international destinations on official business. CISI manages a wide range of requests including lost passports, physician referrals and complex medical and security evacuations. It is important that system employees are aware of the resources available to them for safe and efficient travel.

Review the brochure on the foreign travel page

This program is why we don’t typically pay for other 3rd party travel insurance.
Foreign Travel Meal Rates

• For foreign travel location applicable rates, obtain from the State Department at http://aoprals.state.gov/web920/per_diem.asp

• In order to comply with IRS requirements, for all foreign travel, a receipt will be required for any single meal that is $75 or more.

• Example: If meal GSA is $100 and claiming $99, add comment “No single meal is $75 or more”, if accurate.
Receipts submitted in a foreign currency must be converted

• Use the foreign currency converter built into Concur. Be sure to enter accurate transaction dates (date travel expense was paid).

OR

• Pay actual US dollar amount paid by attaching the traveler’s credit card statement as a receipt image in Concur and entering the US dollar amount paid into Concur.
As laundry/dry cleaning expenses are included in the incidental calculations (part of the meal maximum), separate claims for laundry on foreign trips are not allowed.

When leasing vehicles in foreign countries, it is advisable to purchase all available and reasonable levels of insurance including Personal Accident Liability Insurance (PAI). All other rental requirements are the same.
Fly America Act

• Generally, if a traveler is traveling on funds provided by the federal government, he/she must use a U.S. flag carrier (an airline owned by an American company), regardless of cost or convenience.

• If you are scheduling international travel that is federally funded (check with SRS if you are not sure if your sponsor is Federal), you must ensure that all flights, where possible, are scheduled on U.S. flag carriers or on foreign air carriers that code share with a U.S. flag carrier.

• See “Making Flight Reservations in Compliance with the Fly America Act” policy on our website. Pay on local funds if not compliant. This is a department responsibility to be checking this topic.
Conservation of Funds

A state agency must minimize the amount of travel expenses reimbursed by ensuring that each travel arrangement is the most cost-effective considering all relevant circumstances.

Tex. Gov't Code Ann § 660.007
Housekeeping

- The department business officer creator is the liaison between TEES Fiscal personnel and the traveler.

- Please do not simply forward our emails to the travelers. Please assist your travelers and you respond back to the auditor. We have trained you, not them, on processes such as airfare cost comparisons, accounts that can pay for change fees, etc.

- If a report has been returned in Concur, you need to add all requested information/documentation directly to the report and resubmit the report through Concur (i.e., do not email / campus mail us the documents).

- CC02 vs CC28 funds.
More Housekeeping

• Remember, each Concur expense report costs about $5 to submit. Please do not submit small straggling expenses on their own report - try to add to another report for that traveler, if possible within 60 days.

• Do not submit the report until AFTER the trip has been completed and all CBT charges have fed into Concur (usually within 5 days of last CBT card swipe).

• Travelers should confirm that all CBT charges related to this trip are accounted for on the expense report before submitting it.

• Make sure required receipts are attached.

• Look at warning messages (exceptions) at top of report before you complete.
Contact Information

• Kelley McDermott (979) 862-9129

• Lynn Krueger (979) 458-7446

• Debbie McCulley (979) 458-7451

• Karen Gregory (979) 458-7438