TEES Travel Basics on State Funds

State accounts start with a “1”.

Travel is not allowed on 12XXXX state accounts (includes 5215 and 3XXX object codes).

Student Travel (3410), Business Meals (6340) & Foreign Travel (3310) is not allowed on STATE funds.

Gratuities/tips are not allowed on STATE funds.

Laundry expenses are not allowed on State Funds.

AIRFARE, HOTEL & RENTAL CARS:

Airfare, hotel & rental cars paid from state funds are required to adhere to STMP guidelines and contracts, unless defined as a valid exception (lower cost to the state, unavailability of Contract Travel Services, Special Needs, In Travel Status, Group Program).

The State Contract Exception Form must be attached OR the exception must be noted on the Expense Report. This form is used to explain why a state contracted vendor and/or state contracted rate was not obtained. STMP contracts and other resources can be found at: http://www.window.state.tx.us/procurement/prog/stmp/

AIRFARE:

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

If a flight is purchased less than 2 weeks prior to the departure date, justification as to why must be explained in Concur.

RENTAL CAR:

A justification is needed if a state contracted rental car is not used (Avis, Budget, Enterprise, National) using the state contracted rates. Upon making reservations, provide TEES or TAMU contract identification number (see rate sheets on our website or on STMP site). LDW and liability insurance are included on most contract rentals.

The 10% Texas Motor Vehicle Rental tax cannot be paid on STATE funds (or when CBT card is used on state OR local funds). It is very important that the traveler presents an exemption form to the rental car company and asks for the exemption.

Can pay for up to 4-door full size. If car class used is above full size, the traveler must provide a justification.

GPS not allowable on State Policy.

MILEAGE:

4 per car rule--Per TexTravel, 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.

If traveler drives personal car using STATE funds, a Rental Car vs. Mileage Reimbursement Calculator form must be completed.

HOTEL & MEALS:

6% state occupancy hotel tax cannot be paid at hotels within the state of Texas.

TEES pays actual meal expenses UP TO a maximum. The GSA rate for hotel & meals CANNOT be exceeded on State funds (unless lowering meals to increase lodging amount—must be stated on the expense report). If putting
hotel overage on local funds, both the nightly room rate and hotel taxes must be prorated. View the GSA meal and lodging maximum rates at: http://www.gsa.gov/portal/category/21287

On state funds, travelers should utilize the State of Texas contracted rates for hotels. The state contracted hotels and their contracted rates can be viewed at the STMP website: https://comptroller.texas.gov/purchasing/programs/travel-management/

The STMP printout showing the state contracted hotels/state contracted rates must be attached as a receipt image in Concur. If the contracted rates/hotels are not used, an exception needs to be noted on the State Contract Exception Form.

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 on voucher).

If the destination city/county is not listed on GSA site, use the “standard rate” for that state as listed on GSA page. The in-state lodging (Texas) allowance, if the destination city/county is not listed, is updated each year at https://fmx.cpa.texas.gov/fmx/travel/textravel/rates/current.php

WASHINGTON DC TRIPS:

On State funds, if a trip to Washington, D.C. involves activities to obtain or spend federal funds or impacts federal policies, the Office of State Federal Relations (OSFR) must be notified at least 7 days prior to departure date. Complete the OSFR form which is linked in Concur.

WHEN USING THE CBT CARD ON STATE FUNDS:

Airfare MUST be paid on the CBT card. If not paid on the CBT card, the expense must be paid on LOCAL funds.

No restaurant expenses (only room service meals charged to the hotel bill can be paid on the CBT card).

Meals (paying a restaurant) should be paid on a personal credit card. Gratuities/tips/alcohol are not allowed on STATE funds.

Parking, fuel, tolls or taxis or other misc incidental expenses should NOT be paid on a CBT card. If paid on a CBT card, then must be paid on a LOCAL account.

Registration is not allowed on State funds if paid on a CBT card.

The complete State policy can be found at: