



**Administrative Council
Midwestern State University
Approval via Electronic Vote**

October 17, 2025

Meeting No. 26-01

The Administrative Council approved the policies listed below via email during the voting period October 10, 2025 – October 17, 2025. Notification of approval was received from the following members: Dr. Marcy Brown Marsden, Mr. Paul Chappell, Ms. Dawn Fisher, Dr. Kristen Garrison, Ms. Ashley Hurst, Dr. Keith Lamb, Mr. Kyle Owen, Mr. Matthew Park, Ms. Megan Riedel, Dr. Dawn Slavens, Mr. Jeff Spoeri, Mr. Chris Stovall, and Mr. Kyle Williams.

- I. MSU OP 70.01: Travel Authority and Definitions for MSU
- II. MSU OP 70.02: Authorization for Official Travel
- III. MSU OP 70.03: University Paid Expenses
- IV. MSU OP 70.05: Reimbursement of Travel Expenses
- V. MSU OP 70.07: International Travel


Stacia Haynie, Chair


Betsy Tucker, Secretary



MIDWESTERN STATE UNIVERSITY

Operating Policies & Procedures Manual

University Operating Policy/Procedure (“OP”)

OP 70.01: Travel Authority and Definitions

Approval Authority: President
Policy Type: University Operating Policy and Procedure
Policy Owner: ~~President~~ Vice President for Administration and Finance
Responsible Office: ~~Vice President for Administration and Finance~~ Business Office
Next Scheduled Review: 09/10/2028. This OP will be reviewed in October every three (3) years, or as needed, by the Vice President for Administration and Finance and forwarded to the President as needed.

I. Purpose

The purpose of this OP is to set forth legislative travel regulations from the General Appropriations Acts of the Texas Legislature and the policies of Midwestern State University (“MSU” or “University”), a component institution of the Texas Tech University (“TTU”) System.

II. Definitions

- A. *Cancellation Charge* - A fee, charge, or payment that a provider of travel services assesses or retains because of the cancellation or change of a travel reservation or other travel plan. ~~[For example, a non-refundable purchase of an airline ticket becomes a cancellation charge when the ticket becomes unusable because of changed travel plans.] TTU’s OP 70.01 does not include the bracketed language~~
- B. *Commercial Lodging Establishment* - A motel, hotel, inn, apartment, house, or similar entity that furnishes lodging to the public for pay. ~~[A person or establishment that provides lodging for pay that the comptroller determines to have a sufficient number of the characteristics of a commercial lodging establishment for the purposes of the [Travel Regulations Act](#).] TTU’s OP does not include the bracketed language~~
- C. *Commercial Transportation Company* - A company or individual that transports people or goods at a cost.
- D. *Contiguous United States* - The District of Columbia plus the 48 mainland U.S. states. Alaska and Hawaii are the only states not included.

OP 70.01

- E. *Designated Headquarters* - The area within the boundaries in which the employee's place of employment is located. ~~If the place of employment is located in an unincorporated area, then the designated headquarters is the area within a five-mile radius of the place of employment. If an incorporated municipality or an unincorporated area is completely surrounded by the incorporated municipality in which an employee's place of employment is located, then the employee's designated headquarters includes the surrounded municipality or area.~~ **TTU's OP does not include the bracketed language**
- F. *Duty Point* - The destination other than a place of employment an employee travels to conduct state business.
- ~~F.G. FOAPAL~~ – The coding system used in the Banner financial management software to classify and record financial transactions. The acronym stands for Fund, Organization, Account, Program, Activity, and Location. Financial transactions are subject to budget checks to ensure funds are available in the correct FOAPAL budget pool before a transaction is processed. ~~If the destination is outside the employee's designated headquarters, then the duty point is either the incorporated municipality in which the destination is located or the unincorporated area within a five-mile radius of the destination.~~ **TTU's OP does not include the bracketed language**
- ~~G. Expense Report~~ – ~~Chrome River's~~ method of allowing travelers to group and organize business-related expenses incurred on official travel. ~~[not in TTU's OP]~~
- H. *Gratuity/Tip* - Something given voluntarily or beyond obligation, usually in response to or in anticipation of a service. **[g. in TTU's OP]**
- I. *Incidental Expense* - An expense incurred while traveling on official state business. The term includes such expenses as a mandatory insurance or service charge, [and an applicable tax,] and a resort tax, except it does not include a tax based on the cost of a meal [or State of Texas tax]. Expenses for meals, lodging, or transportation, personal expenses, tips and gratuities are not incidental expenses. **[h. in TTU's OP and does not include the bracketed language]**
- J. *International (Foreign) Travel* – Travel outside the United States, including U.S. possessions, Canada, and Mexico. Prior approval by the President or designee is required. Employees must follow MSU OP: 70.07: *International Travel*, and the US Department of State per diem rates when seeking reimbursement for international travel. **[not in TTU's OP]**
- K. *Lease* – A contract with a term of at least one month that gives the lessee possession and use of property or equipment while the lessor retains ownership. **[i. in TTU's OP]**
- L. *Lodging Expense* - A charge imposed by a provider of lodging as consideration for providing the lodging. The term does not include money paid as a donation, gratuity, or tip to the establishment. **[j. in TTU's OP]**
- M. *Meal Expense* - The cost of a meal plus any tax that is based on the meal's cost. The term does not include a tip, a gratuity, or a mandatory service charge paid or imposed in conjunction with a meal. **[k. in TTU's OP]**

Formatted: Font: Bold

Formatted: Font: (Default) Times New Roman, 12 pt

Formatted: Font: (Default) Times New Roman, 12 pt

OP 70.01

- N. *Non-working Hours* - All hours in a calendar day, *except* working hours. **[l. in TTU's OP]**
- O. *Official Mileage* – The mileage on official travel, including mileage to and from out-of-town destinations, as well as point-to-point mileage within cities visited. All official mileage is based on the shortest routes possible, which should include farm-to-market roads. The [Official State Mileage Guide](#) shall determine mileage reimbursement rates. **[m. in TTU's OP; not in ASU's OP]**
- P. *Official Travel* –Travel [of MSU employees] approved by the University [to conduct official state business]. **[n. in TTU's OP and does not include the bracketed language]**
- Q. *Official Travel Status* – The time between leaving designated headquarters for official travel and returning to designated headquarters from official travel. ~~[includes time period an employee is away from their place of employment for official travel that is longer than four (4) hours.]~~ **[o. in TTU's OP and does not include the bracketed language]**
- R. *Per Diem Allowance* – The actual cost of meals and lodgings, not to exceed the daily maximum allowed by the State of Texas for in-state or out-of-state travel. **[p. in TTU's OP; not in ASU's OP]**
- S. *Pre-Approval* - ~~Banner's~~ A Request for Travel Authorization (RTA) form is MSU's method of allowing requiring travelers to acquire pre authorization prior approval for expenses related to travel that require prior approval before being they are incurred. (See OP 70:02: Authorization for Official Travel). ~~[not in TTU's OP]~~
- T. *Prospective State Employee* - An individual who a state agency is considering for employment. ~~[The term includes an employee of a state agency who is considered for employment by another state agency.]~~ **[q. in TTU's OP and does not include the bracketed language]**
- U. *Rented or Public Conveyance* - A motor vehicle, train, boat, bicycle, or aircraft that an employee rents or pays a fare to use for a period of less than one month. **[r. in TTU's OP]**
- V. *Resort Fee* - A mandatory fee that a guest may be required to pay at a commercial lodging establishment in addition to the daily room rate. The fee is typically charged to all guests for the right to access various amenities at a hotel such as swimming pools, exercise facilities, daily newspaper delivery, printing of boarding passes and local telephone calls. May also be called a facility fee, a destination fee, an amenity fee, or a resort charge. **[not in TTU's OP]**
- ~~V.~~W. *RTA* – The MSU Request for Travel Authorization (“RTA”) form.
- ~~W.~~X. *State Agency* – A unit of state government that uses appropriated funds to pay or reimburse a travel expense of a state employee. **[s. in TTU's OP; not in ASU's OP]**
- ~~X.~~Y. *State Employee* - An individual employed by a [state agency](#), including a [key official](#) **[t. in TTU's OP adds: “..., unless the travel allowance guide specifically provides otherwise.”]** The term also includes prospective state employees.

Formatted: Font color: Auto

OP 70.01

Z. *State Travel Card* – A charge card contracted by the state used by the employee to charge University business-related travel expenses. A state travel card is issued in the name of the individual employee, who is responsible for payment of all charges. **[not in TTU's OP]**

Formatted: Font: Not Bold, Font color: Auto

AA. *STIMP* – State Travel Management Program.

Formatted: Font: Italic

YY.BB. *TINS* – The State Comptroller's Texas Identification Numbering System ("TINS").

Formatted: Font: Not Bold, Font color: Auto

Formatted: Font: Italic

Formatted: Font: Italic

ZZ.CC. *Transportation Expense* – A charge related to the cost of transportation, e.g., private auto, commercial airline, taxi, etc. **[u. in TTU's OP and not in ASU's OP; note: this is in addition to its definition for travel expense, which ASU's OP includes]**

AA.DD. *Travel Expense* – Transportation, meal, lodging, or incidental expenses incurred while traveling on official travel. **[v. in TTU's OP]**

BB.EE. *Travel Voucher* – The ~~[official]~~ **[accounting]** document ~~[of State of Texas Comptroller's of Public Accounts]~~ **[used]** to reimburse a state employee for travel expenses incurred during the discharge of official state business. ~~[when using state-appropriated funds]~~ **[w. in TTU's OP and includes bracketed language in red but not the bracketed language in black]**

CC.FF. *Work Day* - A day on which ~~[an]~~ **[a particular state]** employee is regularly required to conduct **[official]** state business. **[x. in TTU's OP and includes bracketed language in red but not the bracketed language in black]**

Formatted: Indent: Left: 1.5", Hanging: 0.31", Tab stops: Not at 0.5"

GG. *Working Hours* - The hours during which ~~[an]~~ **[a state]** employee is regularly scheduled to conduct official state business. **[y. in TTU's OP and includes bracketed language in red but not the bracket language in black]**

Formatted: Font color: Auto

DD.HH. *Travel Advance* – Employees who do not have a travel card may request a cash advance for travel along with the Request for Travel Authorization ("RTA") form. A travel voucher must be completed to substantiate the travel expenses paid with a travel advance. Any excess funds from an advance must be returned to the Business Office as soon as the employee returns from the trip.

Formatted: Indent: Left: 1.81", No bullets or numbering

III. Policy/Procedure

A. Authority

The following rules were developed under the authority of the [Texas Government Code Chapter 660](#), [General Appropriations Act, Article IX, Part 5](#), and [Texas Administrative Code, Title 34, Part 1, Chapter 5, Subchapter C, Section 5.22](#).

B. Responsibility of Agency and Employee

1. Agency Responsibility

- a. A state agency, like MSU, may pay or reimburse a travel expense only if the purpose of the travel clearly involves official state business and the travel is

OP 70.01

consistent with the university's legal authority. The travel ~~expense report~~ voucher must explain the nature of the official state business conducted and specify the benefit that MSU gained from the travel.

- b. MSU shall minimize the amount of travel expenses paid or reimbursed by making sure that each travel arrangement, including meals, lodging, transportation, and incidental expenses, is the most cost-effective considering all relevant circumstances (Per [Texas Government Code Section 660.007](#). To reduce travel costs, MSU shall use interactive television, videoconference technology, and telephone conferences whenever possible.
- c. MSU shall also follow the travel requirements set forth in:
 - (1) [2 CFR Part 220](#)
 - (2) [49 U.S.C. 40118](#)
 - (3) [Internal Revenue Code §§1.62-2](#)
 - (4) [General Appropriations Act, Article IX, Part 5](#)
 - (5) [Texas Administrative Code Rule § 5.22](#)
 - (6) Comptroller of Public Accounts (CPA) [Texttravel](#) website
- 2. Employee Responsibility
 - a. A state employee shall ensure that her/his travel complies with applicable state and federal laws, [Texttravel](#), and any policies adopted by MSU. Failure to comply will result in a delayed payment or reimbursement or a rejection of the employee's travel ~~expense report voucher~~. (MSU's failure or inability to instruct a state employee does not excuse or justify the employee's failure to comply with applicable laws or rules.)
 - b. Employees can view the [MSU Business Office](#) website for information on travel guidelines and helpful hints.
 - c. Travelers are responsible for compliance with state and University record retention requirements.
 - d. On the ~~Pre Approval ("PA") Request for Travel Authorization (RTA) form,~~ travelers must include a benefit statement that provides a clear business purpose for the trip and how the trip benefits MSU.
 - e. If attending a conference, the full name of the organization must be included (no abbreviations or acronyms) along with a detailed conference agenda listing dates and times for all sessions and any meals included in the registration, if applicable. ~~If state appropriated funds are used, employee must be able to provide proof of attendance. For example: a copy of their name badge or an e-mail from the organization thanking them for their attendance.~~

Field Code Changed

OP 70.01

- f. Coordination of travel must occur when two or more state employees employed by the same state agency travel on the same dates with the same itinerary to conduct the same official state business.
- g. An employee shall pay all of his/her *single* share of expenses while traveling.
- h. An employee may receive reimbursement only for his/her own expenditures. Reimbursements for expenditures incurred by other individuals are not allowed.
- i. A state employee may not seek payment or reimbursement of a travel expense that the employee knows or reasonably should know is not reimbursable or payable.
- j. An employee may not seek payment or reimbursement for travel expenses that the employee did not incur. Receiving free transportation or lodging in exchange for mileage or points does not constitute an expense.
- k. Per [Texas Penal Code Section 39.02 \(d\)](#), a discount or award given for travel, such as frequent flyer miles, rental car or hotel discounts, or food coupons, are not things of value belonging to the government due to the administrative difficulty and cost involved in recapturing the discount or award for a governmental entity. Travelers are responsible for providing airlines, travel agencies, and other travel vendors with their information to obtain such miles, discounts, or coupons.
- l. Employees must promptly reimburse MSU when travel reimbursements exceed allowable amounts and/or amounts actually incurred. ~~An example of~~ Examples of overpayments would include: excess funds from a travel advance when actual travel expenses are less than the amount advanced before the trip or a reimbursement that exceeds the amount the employee may receive under applicable law, Texttravel, MSU's policies, or the amount of travel expenses actually incurred. Failure to reimburse the state for an overpayment or claiming reimbursement for travel expenses the employee did not incur may result in future travel being suspended or discipline up to and including termination.
- m. It is the employee's responsibility to verify if they are on hold with TINS (the State Comptroller's Texas Payee Information Identification Numbering System) ~~("TPIS TINS")~~ and resolve the hold prior to traveling and incurring travel related expenses. MSU is unable to reimburse an employee if the employee is on hold in the ~~TPIS TINS~~ -until the hold is released. (Note: Possible reasons an employee may be on hold include being in default on a student loan, indebted to the state or a state agency, delinquent on state tax, not paying child support, or owing a reimbursement for unemployment taxes.)

C. General Provisions

1. Employee Travel

OP 70.01

- a. Employees shall make off-campus trips only after obtaining approval from the appropriate designated administrative official(s) in accordance with established procedures.
- b. Employee travel must not interfere with the employer's primary academic or administrative responsibilities, and the travel must contribute to the mission of the University.
- c. MSU may reimburse an employee for travel expenses up to one day before and one day after official business begins to ensure traveler attendance at an event if approved by the appropriate designated administrative official. Exceptions may be granted when additional travel days are required to qualify for discount airfares or when travel to the duty point reasonably requires more than one day.
- d. A state agency may reimburse a travel expense incurred by another state agency's employee if approved in advance and the employee incurred the expense while providing services to the reimbursing agency.

2. Travel Expenses Paid from Grant Funds

~~Employees traveling on official business may be reimbursed for travel expenses paid from grant funds but are expected to comply with provisions of the grant, University policy, and any state and/or federal regulations.~~

Commented [SC1]: This is duplicative, so I propose removing from this section and leaving in the "Eligibility of Funds for Travel Purposes" section.

23. Authority to Approve Travel

The traveler's supervisor will approve the travel expenses; however, the following officers and administrators have the authority to authorize and approve all employee travel within their area, except foreign travel. Foreign travel, including Canada, Mexico, and the U.S. territories, as well as travel to Washington D.C. must be approved by the ~~Office of International Affairs~~ President's Office, as noted in MSU OP 70.07: International Travel, provided that such travel contributes to the University's mission and follows current travel regulations.

These officers and administrators may further delegate their authority:

- a. Chancellor
- b. President
- c. Provost and Vice President for Academic Affairs
- d. Vice President for Administration and Finance
- e. Vice Presidents
- f. Deans
- g. Director of Athletics
- h. ~~Office of International Affairs~~ President's Office for all foreign ~~all foreign~~ travel, including Canada and Mexico

D. Eligibility of Funds for Travel Purposes

1. Prior to submitting an Pre-Approval ("PA") RTA request for Travel Authorization (RTA), please check the Chart of Accounts under the Budget and Finance Section of Rampart to ensure correct fund and organization combination; then please verify funding is available for all FOAPAL's being used to cover the travel expenses.
2. Employees traveling on official business may be reimbursed for travel expenses paid from grant funds, but are expected to comply with provisions of the grant, University policy, and any state and/or federal regulations.

E. Contracted Travel Vendors

To provide timely and efficient travel services and generate cost savings to state agencies, the State of Texas legislation requires that the State Travel Management Program ("STMP") contract with travel vendors. Please see MSU OP 70.02: Authorization for Official Travel *Authorization for Official Travel, OP 70.02(2)* for more information.

1. Airfare
2. Lodging
3. Rental cars

Names and rates of current contracted travel vendors for airfare, lodging and rental cars are available on the MSU Business Office or STMP websites.

Field Code Changed

F. Fly America Act

The Fly America Act mandates the use of U.S. flag air carriers when travelling internationally on federal funds. The Fly America Act Waiver Checklist (linked below) must be used by departments to determine and document whether air travel qualifies for a waiver of these restrictions. The completed checklist must accompany all travel vouchers for trips outside the contiguous United States using federal funds. In the event it is determined that the appropriate air carrier was not used, the expense may be denied or must be transferred to non-sponsored or non-state appropriated funds.

G. Employees with Disabilities

Disabled employees may be reimbursed for attendant care expenses for travel. The attendant's travel expenses are subject to the same rules as employee.

An explanation outlining the disability and the need for any additional accommodating expenses must be attached to the travel expense report.

H. International Travel

OP 70.01

All international travel, which includes Canada and Mexico, must be approved in advance by the President, regardless of the funding source (See *International Travel, OP 70.07*).

The Texas Governor's Executive Order GA-48—as amended and/or codified—and TTU System Regulation 07.16.4 (Foreign Adversaries - Gifts and Travel/Policy – Personal Travel) requires University and TTU System employees to submit a pre-travel notification and post-travel brief outlining details of any personal travel to a country on the U.S. Department of Commerce's foreign adversaries list under 15 C.F.R. § 791.4. Those traveling to any country listed as a foreign adversary therein must (1) complete a pre-travel notification prior to travel, and (2) complete a post-travel brief and submit to the designated University officer no later than seven (7) days after returning from the trip. To comply with this law, MSU personnel must complete the FOREIGN ADVERSARY NATIONS TRAVEL FORM, linked [here](#).

H.

I. Travel to Washington D.C.

MSU employees who travel to Washington, D.C. must obtain prior approval from the President's Office on the RTA form. ~~on state appropriated funds for activities that involve obtaining or spending federal funds or that impact federal policies must inform the Office of State Federal Relations (OSFR) about the trip (GAA Article IX, Section 6.12). Contact the Business Office for additional information. Lobbying activities are not allowed on federal funds.~~

~~If an employee is traveling on state appropriated funds (and lobbying), he/she must also complete the State Funded Travel to DC Form, e-mail the form to OSFR@gov.texas.gov and submit (a copy) with his/her travel voucher. The form is available at https://gov.texas.gov/organization/osfr/state_funded_dc_travel.~~

J. Reimbursement Time Limit

Please make every effort to submit your travel expense report for reimbursement as soon as possible after incurring the expenses ~~in order~~ to ensure that the designated funds are utilized and reimbursement occurs within the appropriate reporting period. Travel vouchers submitted late may be processed as payroll reimbursements and subject to all applicable tax withholdings, reducing the amount of the travel reimbursement. (See OP 70:05: Reimbursement of Travel Expenses, section II.B.6).
Link: [Fly America Act Waiver Checklist](#)

Formatted: Not Highlight

Formatted: Not Highlight

Formatted: Not Highlight

Formatted: Body Text, Justified, Indent: Left: 1.81", First line: 0", Font Alignment: Auto, Pattern: Clear

Formatted: Normal, Indent: Left: 1.5", Hanging: 0.31", No bullets or numbering

Formatted: Font: (Default) Times New Roman, 12 pt, Bold, Font color: Custom Color(RGB(24,45,74))

Formatted: Font: (Default) Times New Roman, 12 pt, Bold

Field Code Changed

IV. Related Statutes, Rules, Policies, Forms, and Websites

Federal

[49 U.S.C. 40118](#)

[Internal Revenue Code §§1.62-2](#)

[2 CFR Part 220](#)

State

[General Appropriations Act, Article IX, Part 5](#)

OP 70.01

[Texas Government Code Chapter 660](#)

[Texas Penal Code Section 39.02 \(d\)](#)

[Texas Administrative Code, Title 34, Part 1, Chapter 5, Subchapter C, Section 5.22](#)

[Executive Order GA-48](#)—as amended and/or codified—requiring University and TTU System employees to submit a pre-travel notification and post-travel brief outlining details of any personal travel to a country on the U.S. Department of Commerce's foreign adversaries list under [15 C.F.R. § 791.4](#).

TTU System

Regents' Rule 07.09 (Travel authorization, reimbursement, and institutional regulations)

Link: [Fly America Act Waiver Checklist](#)

TTU System Regulation 07.16.4 (Foreign Adversaries - Gifts and Travel/Policy – Personal Travel)

Link: [FOEREIGN ADVERSARY NATIONS TRAVEL FORM](#)

MSU

~~[MSU OP 70.02: Authorization for Official Travel](#)~~ [MSU OP 70.02: Authorization for Official Travel](#)

~~[MSU OP 70.03: University Paid Expenses](#)~~ [MSU OP 70.03: University Paid Expenses](#)

~~[MSU OP 70.05: Reimbursement of Travel Expenses](#)~~ [MSU OP 70.05: Reimbursement of Travel Expenses](#)

~~[MSU OP 70.07: International Travel](#)~~ [MSU OP 70.07: International Travel](#)

~~[MSU OP 70.08: Student Travel](#)~~ [MSU OP 70.08: Student Travel](#)

State Travel Management Program (STMP)

Field Code Changed

Formatted: Font: (Default) Times New Roman, 12 pt

Formatted: Default Paragraph Font, Font: (Default) Arial, 9 pt

Formatted: Font: (Default) Times New Roman, 12 pt

Formatted: Font: (Default) Times New Roman, 12 pt

Formatted: Default Paragraph Font, Font: (Default) Arial, 9 pt

Formatted: Font: (Default) Times New Roman, 12 pt

Formatted: Default Paragraph Font, Font: (Default) Arial, 9 pt

Formatted: Font: (Default) Times New Roman, 12 pt

Formatted: Default Paragraph Font, Font: (Default) Arial, 9 pt

Formatted: Font: 12 pt

Formatted: Font: (Default) Times New Roman, 12 pt

Formatted: Default Paragraph Font, Font: (Default) Arial, 9 pt

Formatted: Font: (Default) Times New Roman, 12 pt

V. Responsible Office

Contact: ~~Vice President for Administration and Finance~~ [MSU Business Office](#)

Phone: (940) 397-~~4237~~ 4104

Email: ~~ehris.stevall@msutexas.edu~~ bus.office@msutexas.edu

VI. Revision History

_____ 202_ : Adopted and approved by MSU President Stacia Haynie as Operating Policy/Procedure (“OP”) 70.01: Travel Authority and Definitions.

Stacia Haynie, President
Midwestern State University

Date Signed: _____

TTUS Regents' Rule 07—Fiscal Management

07.09 Travel authorization, reimbursement, and institutional regulations.

07.09.1 Travel approval. Each component of the TTU system shall promulgate operating policies, procedures, rules and regulations governing employee travel in conformity with federal and state laws.

07.09.2 Board members' travel and other expenses.

a. All travel by board members that is paid from TTU system funds shall be for official business only.

b. When traveling on official business, members of the board are authorized to be reimbursed from appropriated funds for the actual cost of:

- (1) meals and lodging, subject to the rates and limitations established in statutory authority;
- (2) local transportation;
- (3) parking fees; and
- (4) airfare at the next lowest rate below first class, unless such a rate is not available.

e. When the board member's spouse is required to accompany the board member for a valid public purpose, as determined by the board member, the spouse's expenses shall be reimbursed from non-appropriated funds.

d. Vouchers for travel or other expenses of board members shall be prepared in the Office of the Board of Regents, forwarded to the Office of the Chief Financial Officer for review, and returned to the Office of the Board of Regents for further approval. Either the chair of the board or the chair of the Finance and Investments Committee must approve all vouchers for board members. A board member may not approve his or her own voucher.

e. Vouchers for reimbursements to board members for other expenses shall be processed in accordance with Subsection d. of this section. These expenses must be for a valid public purpose, as certified by the board member. Any extraordinary expenses must be approved in advance by either the chair of the board or the chair of the Finance and Investments Committee.

f. The vice chancellor and chief financial officer shall assure that expense vouchers for board members are audited annually.

...

07.09.4 Faculty, staff, and student travel. Each component institution shall develop and disseminate

Travel Authority and Definitions

Formatted: Indent: Left: 1", First line: 0", Right: 0", Space Before: 0.1 pt, After: 0 pt

Formatted: Right: 0", Space Before: 0.1 pt, After: 0 pt

Formatted: Indent: Left: 1", First line: 0", Right: 0", Space Before: 0.1 pt

Formatted: Indent: First line: 0", Right: 0", Space Before: 0.1 pt

Formatted: Indent: Left: 1", First line: 0", Right: 0", Space Before: 0.1 pt

Formatted: Indent: First line: 0", Right: 0", Space Before: 0.1 pt

Formatted: Indent: Left: 1", First line: 0", Right: 0", Space Before: 0.1 pt

OP 70.01

policies and procedures in operating manuals for travel of faculty, staff, and students that adhere to state and federal guidelines.

07.11 Aircraft use and operation. All TTU system staff, faculty, and students traveling on official business or activities shall use only those aircraft and aircraft operators that meet the requirements set forth below. The travel regulations contained in the state Appropriations Act and applicable state statutes shall be followed by the TTU system. Regardless of the source of funds, allowable reimbursements are established by the state Appropriations Act. In addition, TTU system employees are encouraged to be as conservative as possible in the use of air travel, using charter flights only when such flights are cost effective or absolutely necessary.

07.11.1 Air travel requirements. The TTU system shall only use aircraft and aircraft operators that are flightworthy and are certified and operate under Subchapters F & G, Parts 91, 119, 121, 125, or 135, as applicable, in Chapter 1, Federal Aviation Regulations, 14 Code of Federal Regulations (the "C.F.R."). In addition, all aircraft used pursuant to this provision must, at a minimum, be piloted by pilots that are fully qualified and insured in the aircraft being flown, possessing a commercial pilot certificate with instrument rating. All flights involving student travel must be piloted by two pilots.

07.11.2 Foreign air travel. Air travel to or in foreign countries by TTU system faculty, staff or students shall be arranged only through commercial air carriers regularly engaged in scheduled passenger air transportation.

07.11.3 Information requirement. With the exception of commercial, certified domestic and flag air carriers, aircraft operators shall provide the TTU system with the following information:

- a. type of certificate;
- b. certificate number;
- c. date the certificate was issued;
- d. expiration date for the certificate;
- e. type and registration number of aircraft authorized;
- f. name of the Federal Aviation Administration Flight Standards Office having jurisdiction over the certificate holder; and
- g. schedule of insurance coverage in effect, showing insurance companies, policy numbers, type, amounts, period of coverage, and special conditions, exceptions and limitations.

07.11.4 Aircraft made available to the TTU system by other than commercial operations. Aircraft and crew made available to the TTU system by other than commercial operators must, as a minimum, qualify under all regulations regarding aircraft and crew outlined in 14 C.F.R., Chapter 1, Subchapter G, Part 91, and conform to the insurance provisions set forth in Section 07.11.5, Regents' Rules. In addition, all aircraft used pursuant to this provision to transport students must, at a minimum, contain a multi-turbo prop engine or jet

OP 70.01

engine and be piloted by two pilots who are fully qualified and insured in the aircraft being flown and who possess a commercial pilot certificate with instrument rating.

07.11.5 ~~Insurance. Aircraft owners/operators must furnish a certificate of insurance to the TTU system as proof of at least \$300,000 coverage per passenger, or the minimum amount required by law, whichever is greater.~~

07.11.6 ~~Administrative requirements. The following are administrative requirements:~~

a. ~~All flights involving leased or chartered aircraft, or aircraft made available to the TTU system pursuant to Section 07.11.4, Regents' Rules, must be approved in advance by the chancellor or the chancellor's designee.~~

b. ~~All flights involving student travel, other than travel on commercial air carriers, must be approved in advance by the chancellor or the chancellor's designee.~~

e. ~~The TTU system department arranging travel under Subdivision a. or b. of this subsection shall ensure that contracts and other appropriate documents are reviewed by the Office of the General Counsel prior to approval by the chancellor or the chancellor's designee.~~

07.11.7 ~~Waiver. This policy may be waived by the prior written approval of the institution's chief academic officer for employees and graduate research assistants involved in research projects requiring aerial surveys. Such research projects must be supported by funded grants that have been approved by the Office of Research Services.~~

07.11.8 ~~Aircraft piloted by TTU system personnel on official business. A TTU system employee may pilot an aircraft owned or leased by the employee for travel on official business and may be reimbursed for such travel in accordance with state regulations (see Chapter 660, Subchapter D, Texas Government Code). Any aircraft piloted by TTU system personnel for travel on official business must be maintained in accordance with all applicable Federal Aviation Regulations and shall have all instrumentation required for flying in the meteorological conditions then existing and as forecast. The pilot must be current and qualified in accordance with all applicable Federal Aviation Regulations for the type aircraft flown and for the meteorological conditions then existing and as forecast. No flight shall be piloted by TTU system personnel with other faculty, staff, students, prospective students, or guests aboard. Any TTU system personnel desiring to travel under this provision must execute a written release of liability releasing the TTU system from any and all liability associated with such travel.~~

Angelo State University

OP 70.01 Travel Guidelines Definitions

PURPOSE:

The purpose of this Operating Policy and Procedure (OP) is to set forth legislative travel regulations from the
Travel Authority and Definitions

OP 70.01

General Appropriations Acts of the Texas Legislature and the policies of Angelo State University (ASU).

REVIEW:

This OP will be reviewed October every five years, or as needed, by the purchasing and travel supervisor and director of contracts and procurement with recommended revisions forwarded through the vice president for finance and administration to the president as needed.

POLICY/PROCEDURE

1. Authority

The following rules were developed under the authority of the Texas Government Code Chapter 660, General Appropriations Act, Article IX, Part 5, and Texas Administrative Code, Title 34, Part 1, Chapter 5, Subchapter C, Section 5.22.

2. General Policies

A. Employees shall make off-campus trips only after obtaining approval from the appropriate designated administrative official(s) in accordance with established procedures.

B. Employee travel must not interfere with the employee's primary academic or administrative responsibilities, and the travel must contribute to the mission of the university.

C. ASU may reimburse an employee for travel expenses up to one day before and one day after official business begins to ensure traveler attendance at an event if approved by the appropriate designated administrative official. Exceptions may be granted when additional travel days are required to qualify for discount fares or when travel to the duty point reasonably requires more than one day.

D. A state agency may reimburse a travel expense incurred by another agency's employee if approved in advance and the employee incurred the expense while providing services to the reimbursing agency.

3. Definitions

A. *Cancellation Charge*—A fee, charge, or payment that a provider of travel services assesses or retains because of the cancellation or change of a travel reservation or other travel plan. For example, a non-refundable purchase of an airline ticket becomes a cancellation charge when the ticket becomes unusable because of changed travel plans.

B. *Commercial Lodging Establishment*—A motel, hotel, inn, apartment, house, or similar entity that furnishes lodging to the public for pay. A person or establishment that provides lodging for pay that the comptroller determines to have a sufficient number of the characteristics of a commercial lodging establishment for the purposes of the Travel Regulations Act.

C. *Commercial Transportation Company*—A company or individual that transports people or goods at a cost.

D. *Contiguous United States*—The District of Columbia plus the 48 mainland U.S. states. Alaska and Hawaii are the only states not included.

E. *Designated Headquarters*—The area within the boundaries in which the employee's place of employment is located. If the place of employment is located in an unincorporated area, then the designated headquarters is the area within a five-mile radius of the place of employment. If an incorporated municipality or an unincorporated area is completely surrounded by the incorporated municipality in which an employee's place of employment is located, then the employee's designated headquarters includes the surrounded municipality or area.

F. *Duty Point*—The destination other than a place of employment an employee travels to conduct state business. If the destination is outside the employee's designated headquarters, then the duty point is either the incorporated municipality in which the destination is located or the unincorporated area within a five-mile radius of the destination.

G. *Expense Report*—Chrome River's method of allowing travelers to group and organize

OP 70.01

business-related expenses incurred on official travel

H. ~~Gratuity/Tip~~—Something given voluntarily or beyond obligation, usually in response to or in anticipation of a service.

I. ~~Incidental Expense~~—An expense incurred while traveling on official state business. The term includes such expenses as a mandatory insurance or service charge, and an applicable tax, and a resort tax, except it does not include a tax based on the cost of a meal or State of Texas tax. Expenses for meals, lodging, or transportation, personal expenses, tips and gratuities are not incidental expenses.

J. ~~International (Foreign) Travel~~—Travel outside the United States, including U.S. possessions, Canada, and Mexico. Prior approval by the provost is required. Employees must follow ASU Operating Policy, *International Travel*, *OP 70.07* and the US Department of State per diem rates when seeking reimbursement for international travel.

K. ~~Lease~~—A contract with a term of at least one month that gives the lessee possession and use of property or equipment while the lesser retains ownership.

L. ~~Lodging Expense~~—A charge imposed by a provider of lodging as consideration for providing the lodging. The term does not include money paid as a donation, gratuity, or tip to the establishment.

M. ~~Meal Expense~~—The cost of a meal plus any tax that is based on the meal's cost. The term does not include a tip, a gratuity, or a mandatory service charge paid or imposed in conjunction with a meal.

N. ~~Non working Hours~~—All hours in a calendar day, except working hours.

O. ~~Official Travel~~—Travel of Angelo State University employees approved by the university to conduct official state business.

P. ~~Official Travel Status~~—The time between leaving designated headquarters for official travel and returning to designated headquarters from official travel. Includes time period an employee is away from their place of employment for official travel that is longer than four (4) hours.

Q. ~~Pre Approval~~—Chrome River's method of allowing travelers to acquire pre-authorization for expenses related to travel that require prior approval before being incurred.

R. ~~Prospective State Employee~~—An individual who a state agency is considering for employment. The term includes an employee of a state agency who is considered for employment by another state agency.

S. ~~Rented or Public Conveyance~~—A motor vehicle, train, boat, bicycle, or aircraft that an employee rents or pays a fare to use for a period of less than one month.

T. ~~Resort Fee~~—A mandatory fee that a guest may be required to pay at a commercial lodging establishment in addition to the daily room rate. The fee is typically charged to all guests for the right to access various amenities at a hotel such as swimming pools, exercise facilities, daily newspaper delivery, printing of boarding passes and local telephone calls. May also be called a facility fee, a destination fee, an amenity fee, or a resort charge.

U. ~~State Employee~~—An individual employed by a state agency, including a key official. The term also includes prospective state employees.

V. ~~State Travel Card~~—A charge card contracted by the state used by the employee to charge university business-related travel expenses. A state travel card is issued in the name of the individual employee, who is responsible for payment of all charges.

W. ~~Travel Expense~~—Transportation, meal, lodging, or incidental expenses incurred while traveling on official travel.

X. ~~Travel Voucher~~—The official document of State of Texas Comptroller's of Public Accounts to reimburse a state employee for travel expenses incurred during the discharge of official state business when using state appropriated funds.

Y. ~~Work Day~~—A day on which an employee is regularly required to conduct state business.

Z. ~~Working Hours~~—The hours during which an employee is regularly scheduled to conduct

official state business.

4. Responsibility of Agency and Employee

A. Agency Responsibility

1. A state agency, like ASU, may pay or reimburse a travel expense only if the purpose of the travel clearly involves official state business and the travel is consistent with the university's legal authority. The travel expense report must explain the nature of the official state business conducted and specify the benefit that ASU gained from the travel.

2. ASU shall minimize the amount of travel expenses paid or reimbursed by making sure that each travel arrangement, including meals, lodging, transportation, and incidental expenses, is the most cost-effective considering all relevant circumstances (Per Texas Government Code Section 660.007).

To reduce travel costs, ASU shall use interactive television, videoconference technology, and telephone conferences whenever possible.

ASU shall also follow the travel requirements set forth in:

a. 2 CFR Part 220.

b. 49 U.S.C. 40118.

3. Internal Revenue Code §§1.62-2

4. The Comptroller of Public Accounts (CPA) Travel website.

B. Employee Responsibility

1. A state employee shall ensure that her/his travel complies with applicable state and federal laws, *Travel*, and any policies adopted by ASU. Failure to comply will result in a delayed payment or reimbursement or a rejection of the employee's travel expense report. (ASU's failure or inability to instruct a state employee does not excuse or justify the employee's failure to comply with applicable laws or rules.)

2. Employees can view the ASU Travel Office website for information on travel guidelines and helpful hints.

3. Travelers are responsible for compliance with state and university record retention requirements.

4. On the Pre-Approval (PA), travelers must include a benefit statement that provides a clear business purpose for the trip and how the trip benefits ASU.

5. If attending a conference, the full name of the organization must be included (no abbreviations or acronyms). If state appropriated funds are used, employee must be able to provide proof of attendance. For example: a copy of their name badge or an email from the organization thanking them for their attendance.

6. Coordination of travel must occur when two or more state employees employed by the same state agency travel on the same dates with the same itinerary to conduct the same official state business.

7. An employee shall pay all of his/her *single* share of expenses while traveling.

8. An employee may receive reimbursement only for his/her own expenditures. Reimbursements for expenditures incurred by other individuals are not allowed.

9. A state employee may not seek payment or reimbursement of a travel expense that the employee knows or reasonably should know is not reimbursable or payable.

10. An employee may not seek payment or reimbursement for travel expenses that the employee did not incur. Receiving free transportation or lodging in exchange for mileage or points does not constitute an expense.

11. Per Texas Penal Code Section 39.02 (d), a discount or award given for travel, such as frequent flyer miles, rental car or hotel discounts, or food coupons, are not things of value belonging to the

OP 70.01

government due to the administrative difficulty and cost involved in recapturing the discount or award for a governmental entity. Travelers are responsible for providing airlines, travel agencies, and other travel vendors with their information to obtain such miles, discounts, or coupons.

12. Employees must promptly reimburse ASU when travel reimbursements exceed allowable amounts and/or amounts actually incurred. An example of overpayment would include: a reimbursement that exceeds the amount the employee may receive under applicable law, *Textravel*, ASU's policies, or the amount of travel expenses actually incurred. Failure to reimburse the state for an overpayment or claiming reimbursement for travel expenses the employee did not incur may result in future travel being suspended or discipline up to and including termination.

13. It is the employee's responsibility to verify if they are on hold with TPIS and resolve the hold prior to traveling and incurring travel related expenses. ASU is unable to reimburse an employee if the employee is on hold in the Texas Comptroller's Texas Payee Information System (TPIS) until the hold is released. (Note: Possible reasons an employee may be on hold include being in default on a student loan, indebted to the state or a state agency, delinquent on state tax, not paying child support, or owing a reimbursement for unemployment taxes.)

5. Eligibility of Funds for Travel Purposes

A. Prior to submitting a Pre-Approval (PA), please check the Chart of Accounts under the Budget and Finance Section of Ramport to ensure correct fund and organization combination; then please verify funding is available.

B. Employees traveling on official business may be reimbursed for travel expenses paid from grant funds, but are expected to comply with provisions of the grant, university policy, and any state and/or federal regulations.

6. Contracted Travel Vendors

To provide timely and efficient travel services and generate cost savings to state agencies, the State of Texas legislation requires that the State Travel Management Program (STMP) contract with travel vendors. Please see *Authorization for Official Travel, OP 70.02(2)* for more information.

A. Airfare

B. Lodging

C. Rental cars

Names and rates of current contracted travel vendors for airfare, lodging and rental cars are available on the ASU Travel Office or STMP websites.

7. Fly America Act

The Fly America Act mandates the use of U.S. flag air carriers when travelling internationally on federal funds. The Fly America Act Waiver Checklist (linked below) must be used by departments to determine and document whether air travel qualifies for a waiver of these restrictions. The completed checklist must accompany all travel vouchers for trips outside the contiguous United States using federal funds. In the event it is determined that the appropriate air carrier was not used, the expense may be denied or must be transferred to non-sponsored or non-state appropriated funds.

8. Employees with Disabilities

Disabled employees may be reimbursed for attendant care expenses for travel. The attendant's travel expenses are subject to the same rules as employee.

An explanation outlining the disability and the need for any additional accommodating expenses must be attached to the travel expense report.

9. Travel to Washington D.C.

ASU employees who travel to Washington, D.C. on state appropriated funds for activities that involve obtaining

OP 70.01

~~or spending federal funds or that impact federal policies must inform the Office of State-Federal Relations (OSFR) about the trip (GAA Article IX, Section 6.12). Contact the Travel Office for additional information. Lobbying activities are not allowed on federal funds.~~

~~If an employee is traveling on state appropriated funds (and lobbying), he/she must also complete the State-Funded Travel to DC Form, email the form to OSFR@gov.texas.gov and submit (a copy) with his/her travel voucher. The form is available at <https://gov.texas.gov/organization/osfr/state-funded-de-travel>~~

10. — Reimbursement Time Limit

~~Please make every effort to submit your travel expense report for reimbursement as soon as possible after incurring the expenses in order to ensure that the designated funds are utilized and reimbursement occurs within the appropriate reporting period. (See policy 70.04 2f).~~

~~Link: [Fly America Act Waiver Checklist](#)~~

Attachments

TEXAS TECH UNIVERSITY

OP 70.01: Travel Authority and Definitions for Texas Tech University and TTU Employees

DATE: January 6, 2023

PURPOSE: ~~The purpose of this Operating Policy/Procedure (OP) is to set forth legislative travel regulations from the General Appropriations Acts of the Texas Legislature and the policies of Texas Tech University.~~

REVIEW: ~~This OP will be reviewed in November of odd-numbered years by the Section Manager of Travel Services with substantive revisions forwarded through the Chief Procurement Officer to the Senior Vice President for Administration & Finance and Chief Financial Officer.~~

POLICY/PROCEDURE

1. Authority

~~The following rules were developed under the authority of the General Appropriations Act Article IX, Part 5; Texas Government Code, Chapter 660; and Texas Administrative Code, Title 34, Part 1, Chapter 5, Subchapter C, Section 5.22.~~

2. Responsibility of Agency and Employee

a. — Agency Responsibility

~~All travel must be for the benefit of the institution. It is the policy of TTU to follow travel requirements as outlined in:~~

- ~~• 2 CFR Part 220;~~
- ~~• 49 U.S.C. 40118;~~
- ~~• Internal Revenue Code §§ 1.62-2;~~
- ~~• Texas Administrative Code Rule § 5.22;~~
- ~~• General Appropriations Act (GAA) Article IX Part 5; and~~
- ~~• Textravel.~~

~~The requirements outlined in this policy apply to all official travel, regardless of funding source. A travel expense may be reimbursed only if the purpose of the travel clearly involves official state business and is consistent with the university's legal authority. A state employee who receives free transportation or lodging in exchange for points or other non-monetary credits or rewards has not incurred an expense for reimbursement purposes.~~

Formatted: Right: 0", Space Before: 0.1 pt, No widow/orphan control, Don't adjust space between Latin and Asian text, Don't adjust space between Asian text and numbers

Formatted: Right: 0", Space Before: 0.1 pt

Formatted: Right: 0", Space Before: 0.1 pt, After: 0 pt, No widow/orphan control, Don't adjust space between Latin and Asian text, Don't adjust space between Asian text and numbers, Pattern: Clear

OP 70.01

~~The university shall minimize the number of travel expenses reimbursed by ensuring that each travel arrangement is the most cost-effective considering all relevant circumstances.~~

~~b.—Employee Responsibility~~

~~A state employee shall ensure that their travel complies with applicable state laws, Textravel (<https://fm.xcpa.state.tx.us/fmx/travel/texttravel/index.php>), and any policies adopted by TTU. Failure to comply will result in delayed payment or reimbursement or rejection of the employee's travel voucher.~~

~~A state employee may not seek reimbursement of a travel expense that the employee knows or reasonably should know is not reimbursable or payable. A state employee shall immediately reimburse the state (through TTU) for any overpayment.~~

3. General Provisions

~~a.—Employee Travel~~

~~Employees shall make off-campus trips only after obtaining appropriate approval by designated administrative officials, in accordance with established procedures, and when the trip contributes to the university's mission.~~

~~Employee travel may not interfere with the primary academic or administrative responsibilities of the traveler.~~

~~Employees may claim reimbursement for travel expenses through TTU's online travel system: <https://www.fiscal.ttuhs.edu/travel2/>. Instructions are available at <http://www.depts.ttu.edu/procurement/resources/training-and-work-aids/>.~~

~~b.—Travel Expenses Paid from Grant Funds~~

~~Employees traveling on official business may be reimbursed for travel expenses paid from grant funds but are expected to comply with provisions of the grant, university policy, and any state and/or federal regulations.~~

~~c.—Authority to Approve Travel~~

~~The traveler's supervisor will approve the travel expenses; however, the following officers and administrators have the authority to authorize and approve all employee travel within their area, except foreign travel. Foreign travel, including Canada, Mexico, and the U.S. territories, must be approved by the Office of International Affairs, as noted in OP 70.05, International Travel, provided that such travel contributes to the university's mission and follows current travel regulations. These officers and administrators may further delegate their authority.~~

~~(1) Chancellor~~

~~(2) President~~

~~(3) Provost and Senior Vice President~~

~~(4) Senior Vice President for Administration & Finance and Chief Financial Officer~~

~~(5) Vice Presidents/Vice Chancellors~~

~~(6) Deans~~

~~(7) Director of Athletics~~

~~(8) Office of International Affairs for all foreign travel, including Canada and Mexico~~

4. Definitions

~~a.—Cancellation Charge—A fee, charge, or payment that a travel services provider assesses or retains because of the cancellation or change of a travel reservation or other travel plan.~~

~~b.—Commercial Lodging Establishment—A motel, hotel, inn, apartment, house, or similar establishment that provides lodging to the public for pay.~~

~~c.—Commercial Transportation Company—A company or individual that transports people or goods at a cost.~~

~~d.—Contiguous United States—The District of Columbia and all states of the United States except Alaska and Hawaii.~~

~~e.—Designated Headquarters—The area within the boundaries of the incorporated municipality.~~

OP 70.01

in which a state employee's **place of employment** is located.

f. ~~**Duty Point**~~—The destination, other than the place of employment, to which a state employee travels to conduct official state business.

g. ~~**Gratuity/Tip**~~—Something given to a service provider voluntarily or beyond obligation, usually in response to or in anticipation of a service.

h. ~~**Incidental Expense**~~—An expense incurred while traveling on official state business. The term includes a mandatory insurance or service charge and any applicable tax, except a tax based on the cost of a meal. The term does not include a meal, lodging, or transportation expense; a personal expense that an individual would incur regardless of whether the individual was traveling on official state business; or a tip or gratuity.

i. ~~**Lease**~~—A contract with a term of at least one month that gives the lessee possession and use of property or equipment while the lessor retains ownership of it.

j. ~~**Lodging Expense**~~—A charge imposed by a commercial lodging establishment as consideration for providing lodging. The term does not include money paid as a donation, gratuity, or tip to the establishment.

k. ~~**Meal Expense**~~—The cost of a meal plus any tax based on the meal's cost. The term does not include a tip, a gratuity, or a mandatory service charge paid or imposed in conjunction with a meal.

l. ~~**Non-working Hours**~~—All hours in a calendar day ~~except~~ working hours.

m. ~~**Official Mileage**~~—The mileage on official travel, including mileage to and from out-of-town destinations, as well as point-to-point mileage within cities visited. All official mileage is based on the shortest routes possible, which should include farm-to-market roads. The Official State Mileage Guide shall determine mileage reimbursement rates.

n. ~~**Official Travel**~~—Travel approved by the university.

o. ~~**Official Travel Status**~~—The time between leaving designated headquarters for official travel and returning to designated headquarters from official travel.

p. ~~**Per Diem Allowance**~~—The actual cost of meals and lodgings, not to exceed the daily maximum allowed by the State of Texas for in-state or out-of-state travel.

q. ~~**Prospective State Employee**~~—An individual that a state agency considers for employment with the agency.

r. ~~**Rented or Public Conveyance**~~—A motor vehicle, train, aircraft, boat, or bicycle that a state employee rents or pays a fare to use for a period of less than one month.

s. ~~**State Agency**~~—A unit of state government that uses appropriated funds to pay or reimburse a travel expense of a state employee.

t. ~~**State Employee**~~—An individual employed by a state agency, including a key official, unless the travel allowance guide specifically provides otherwise. The term also includes a prospective state employee.

u. ~~**Transportation Expense**~~—A charge related to the cost of transportation, e.g., private auto, commercial airline, taxi, etc.

v. ~~**Travel Expense**~~—A meal, lodging, transportation, or incidental expense.

w. ~~**Travel Voucher**~~—The accounting document used to reimburse a state employee for travel expenses incurred during the discharge of official state business.

x. ~~**Workday**~~—A day on which a particular state employee is regularly required to conduct official state business.

y. ~~**Working Hours**~~—The hours during which a state employee is regularly scheduled to conduct official state business.



MIDWESTERN STATE UNIVERSITY

Operating Policies & Procedures Manual

OP 70.02

Formatted: Right: 0.56"

University Operating Policy/Procedure ("OP") OP 70.02: Authorization for Official Travel

Approval Authority: President
Policy Type: University Operating Policy and Procedure
Policy Owner: ~~President~~ Vice President for Administration and Finance
Responsible Office: ~~Vice President for Administration and Finance~~ Business Office
Next Scheduled Review: 09/01/2028. This OP will be reviewed September every three years, or as needed, by the University Controller and the Director of Purchasing and Contract Management, with recommended revisions forwarded through the Vice President for Administration and Finance to the President as needed.

I. Purpose/Reason

The purpose of this OP is to set the policies and procedures governing the approval process for employees of Midwestern State University ("MSU" or "University"), a component institution of the Texas Tech University ("TTU") System, requesting official travel status and to provide information to employees regarding vendors contracted by the State of Texas to provide travel services, as negotiated by the Comptroller of Public Accounts Texas Procurement and Support Services ("TPASS"). This OP also outlines procedures relating to compliance with the travel program regulations.

II. Definitions

Refer to [MSU OP 70.01: Travel Authority and Definitions for MSU](#) [MSU OP 70.01: Travel Authority and Definitions for MSU](#), Section II.

Formatted: Default Paragraph Font, Font: (Default) Arial, 11 pt

Formatted: Font: 12 pt

III. Policy/Procedure

A. General

The approval process for official travel is activated by the submission of the ~~Pre-Approval ("PA") in Banner~~ Request for Travel Authorization ("RTA") form to the Business Office. ~~Detailed instructions for completing the Pre-Approval~~ [The RTA form](#)

OP 70.02

isare available on the [Business Office webpage](#). The ~~PA-RTA~~ must be completed and submitted for all official travel, regardless of the funding source and amount of travel.

Formatted: Hyperlink, Font: (Default) Arial, 11 pt, Not Highlight

B. State Travel Management Program (“STMP”)

1. Employees shall make off-campus trips only after obtaining approval from the appropriate designated administrative official(s) in accordance with established procedures. The STMP has negotiated travel contracts for airline fares and hotels. When on official travel, MSU employees must use the contracted rates when travel is funded by state appropriated funds, unless one of the noted exceptions apply (see section B.4 below).
2. When renting a vehicle, employees should refer to the Texas Comptroller of Public Accounts website, STMP – Car Rental Contract to determine if the rental company is a state contracted agency.
3. STMP requires that state agencies use a state travel credit card to purchase all airfare when using state-appropriated funding. Travel services for lodging, rental vehicles, and other necessary travel expenses shall be charged to a state travel credit card, when feasible. ([Texas Administrative Code \(TAC\), Section 20.413](#))

Details of the contracted agencies and applicable rates may be found at [STMP website](#).

For rental cars, STMP has contracted with the following vendors:

- a. [Avis Budget Group, Inc.](#);
- b. [Enterprise Rent-A-Car/National Car Rental](#);
- c. [The Hertz Corporation](#)

Please refer to the [Business Office website](#) for MSU's state rate discount code for each contracted rental company.

Formatted: Font color: Hyperlink, Not Highlight

The STMP also has also contracted travel agency services, and the use of these services is optional for the university. ~~At this time, the university has chosen not to exercise this option.~~ More information about travel agency services can be found on the [Business Office website](#).

4. Exceptions:

The contracted travel services should be used as required, unless one of the following conditions exists:

- a. Travel is part of a group program or conference for which reservations must be made through a specified source to obtain a specified rate or service.
- b. A contract travel vendor cannot provide services in the time required to accomplish the purpose of the travel.

OP 70.02

- c. A contract hotel is not available in a location that will reasonably allow the traveler's business requirements to be fulfilled.
- d. A contract hotel, airline, or rental car company cannot provide the required services because it is sold out or it does not offer services in the city being visited.
- e. Alternative rental car or hotel arrangements can be made at a lower total cost than the contract hotels or rental car companies. Note: For rental cars, the total costs should include the base rate, loss/damage waiver or liability insurance protection, mileage charge, taxes, and surcharges. For hotels, the cost of the guest room, less taxes, shall be used to compare total costs.
- f. A non-contract airline offers a lower published fare to the general public. However, identical airfares offered to state travelers only are not included as part of this exception.
- g. Travel is undertaken by persons with disabilities, other persons in the custody of the state, or in a medical emergency.
- h. Use of contract travel vendors may present a security or safety risk to the traveler.
- i. Even though a traveler is not required to use the contracted rental car companies for travel paid from non-appropriated funds, the amount of reimbursement (including the loss/damage waiver protection) will be limited to the contracted rates unless a valid exception is claimed. (Documentation may be required to verify the exception.)
- j. Any travel service obtained at a price lower than the contracted rate may be used. MSU employees should also use these contracted services when reimbursement will be requested from institutional (local) funds.

Please notify the Business Office as soon as possible if problems arise with any of the contracted vendors.

Formatted: Not Highlight

C. State Contracted Credit Card System

The STMP has contracted with a credit card company to provide charge cards for official travel use. The procedure outlining the use of the state travel card may be found in MSU OP 70.09: Use of the State Travel Card.

Formatted: Not Highlight

Compliance Policy:

1. It is the responsibility of the traveler's supervisor and the financial manager to review the employee's travel arrangements listed on the PA-RTA and then review the travel expenses claimed on the expense report or travel voucher to ensure that travel expenses reimbursed from appropriated funds meets the requirements (rates) of the STMP contracted travel services or one of the above noted exceptions.
2. The Business Office will check travel vouchers expense reports for compliance with the requirements of the STMP and University operating policies. Expense reports that are not in compliance with these provisions may be delayed or rejected.

Formatted: Not Highlight

OP 70.02

3. If direct billing is used for charges such as airfare or hotels, ~~are to be charged to the Business Travel Account (BTA)~~, the PA-RTA provides the authorization to charge the specified fund/organization (See MSU OP 70.03: University Paid Expenses).

Formatted: Not Highlight

D. Authority to Approve Travel

1. Prior to travel, the traveler's supervisor and the financial manager ~~appropriate Vice President, if applicable,~~ will approve the PA-RTA, provided that such travel contributes to the mission of the University and is in accordance with current travel regulations. A detailed business purpose/benefit statement must be listed on the PA-RTA and/or Expense Report ~~the travel voucher~~.
2. Prior approval for all travel is required for absences from the campus (or other designated headquarters) for business purposes for periods of half a day (4 hours or more) during the normal working period, whether or not there is a cost to the University. The traveler must complete a PA-RTA and obtain approval as noted within each division's succession plan. (As well as any additional approvals needed dependent on the type of trip.)
3. Appropriate arrangements for disposition of duties must be made in advance of the travel. If classes are to be missed, a qualified member of the instructional staff shall be identified and approved by the department head as a substitute instructor. Under normal circumstances, classes should not be rescheduled.
4. Any changes in travel dates and/or estimated expense amounts will require the traveler to contact the Business Office.

Formatted: Not Highlight

E. International Travel

All international travel, which includes Canada and Mexico, must be approved in advance by the ~~provost~~ President, regardless of the funding source (See MSU OP 70.07: International Travel).

Formatted: Not Highlight

The Texas Governor's Executive Order GA-48—as amended and/or codified—and TTU System Regulation 07.16.4 (Foreign Adversaries - Gifts and Travel/Policy – Personal Travel) requires University and TTU System employees to submit a pre-travel notification and post-travel brief outlining details of any personal travel to a country on the U.S. Department of Commerce's foreign adversaries list under 15 C.F.R. § 791.4. Those traveling to any country listed as a foreign adversary therein must (1) complete a pre-travel notification prior to travel, and (2) complete a post-travel brief and submit to the designated University officer no later than seven (7) days after returning from the trip. To comply with this law, MSU personnel must complete the FOREIGN ADVERSARY NATIONS TRAVEL FORM, linked [here](#).

Field Code Changed

IV. Related Statutes, Rules, Policies, Forms, and Websites

TTU

TTU System Regents' Rule 12.04

Authorization for Official Travel

OP 70.02

Link: [Fly America Act Waiver Checklist](#)

Field Code Changed

MSU

~~MSU OP 70.01: Travel Authority and Definitions for MSU~~ MSU OP 70.01: Travel

~~Authority and Definitions for MSU~~

~~MSU OP 70.03: University Paid Expenses~~ MSU OP 70.03: University Paid Expenses

~~MSU OP 70.05: Reimbursement of Travel Expenses~~ MSU OP 70.05: Reimbursement of Travel Expenses

~~MSU OP 70.07: International Travel~~ MSU OP 70.07: International Travel

~~MSU OP 70.08: Student Travel~~ MSU OP 70.08: Student Travel

V. Responsible Office

Contact: [Business Office](#) Vice President for Administration and Finance

Phone: (940) 397-4104237

E-mail: chris.stovall@msutexas.edu bus.office@msutexas.edu

Formatted: Default Paragraph Font, Font: (Default) Arial, 11 pt

VI. Revision History

_____ 2025: Approved and adopted by MSU President Stacia Haynie as Operating Policy/Procedure (“OP”) 70.02: Authorization for Official Travel.

Stacia Haynie, President
Midwestern State University

Date Signed: _____

Current MSU Fiscal Policies and Procedures

Introduction

Travel by university employees is governed by the State of Texas Travel Regulations Act, the General Appropriations Act, the Rules and Regulations of the Board of Regents, official interpretations of the Travel Act as made by the State Comptroller of Public Accounts, and by these policies.

Generally, Texttravel is the authoritative website regarding state travel rules and regulations. Texttravel is located at <https://fmx.epa.state.tx.us/fmx/travel/texttravel/index.php>. In case of conflict between the Guide and this policy, this policy takes precedence.

OP 70.02

This policy applies to employees and prospective employees traveling in a university capacity. Members of the Board of Regents and the President are exempt. Travel policies affecting students can be found on page 12 of these policies.

This policy applies to all local university funds. Travel using state appropriated funds is prohibited. The reimbursement limits established by this policy may be exceeded only if approval is obtained in advance of the travel. The applicable account manager may limit or prohibit reimbursement of any travel expenditure provided the traveler is notified in advance.

...

Meals and Lodging

Foreign Travel

The president must approve all foreign travel in advance. Foreign travel is defined as all countries outside the 50 states, Mexico, Canada and U.S. possessions.

When properly approved, the university may reimburse an employee for actual meals and lodging expenses when traveling to foreign countries, not to exceed the maximum travel per diem allowances for foreign areas which can be found at www.gsa.gov/perdiem. All travel expenses must be converted to U.S. dollars and each exchange rate used for the conversion specified on the voucher. Appropriate lodging and meal receipts must be attached to the reimbursement vouchers. Expenses eligible for authorized travel reimbursement for travel in foreign countries are transportation, lodging, and meal expenses.

In lieu of reimbursement of meals based on actual receipts, the university may reimburse an employee up to 100% of the maximum travel per diem allowances for foreign areas which can be found at the above web site. The employee must still document lodging expenses based on actual receipts. When requesting reimbursement based on per diem rates, the employee may not also request reimbursement for actual meal expenses. If requesting reimbursement based on per diem rates in lieu of maintaining actual cash receipts, the entire trip will be based on per diem rates and the employee cannot alternate meals with actual receipts and per diem rates unless the actual meal cost is less than the per diem rate.

Employees who travel to Alaska, Hawaii, Canada, Mexico, Guam, Puerto Rico, or any U.S. possession, may also be reimbursed for actual expenses for meals and lodging in accordance with the above guidelines, if prior written approval is received from the president or president's designee. The Request for Travel Authorization must state, "*Authorization for actual expense is requested.*" Lodging and meal receipts are required and may not exceed the maximum travel per diem allowances for these areas as defined at www.gsa.gov/perdiem. In lieu of actual receipts, 60% of the maximum travel per diem allowance for meals may also be used for these areas in accordance with the above guidelines.

Angelo State University

OP 70.02 Authorization for Official Travel ~~[MSU OP 70.02]~~

PURPOSE:

The purpose of this Operating Policy and/or Procedure (OP) is to set forth the policies and procedures governing the approval process for ASU employees requesting official travel status and to provide information to employees regarding vendors contracted by the State of Texas to provide travel services, as negotiated by the Comptroller of Public Accounts-Texas Procurement and Support Services (TPASS). This OP also outlines procedures relating to compliance with the travel program regulations.

REVIEW:

This OP will be reviewed September every five years, or as needed, by the purchasing and travel supervisor and the director of contracts and procurement, with recommended revisions forwarded through the vice president for finance and administration to the president as needed.

POLICY/PROCEDURE

1. General

A. The approval process for official travel is activated by the submission of the *Pre-Approval (PA)* in Chrome River. Detailed instructions for completing the Pre-Approval are available on the Travel Office webpage. The PA must be completed and submitted for all official travel, regardless of the funding source and amount of travel.

2. State Travel Management Program (STMP)

A. The State Travel Management Program (STMP) has negotiated travel contracts for airline fares and hotels. When on official travel, ASU employees must use the contracted rates when travel is funded by state appropriated funds, unless one of the noted exceptions apply (see section d below).

B. When renting a vehicle, employees should refer to the Texas Comptroller of Public Accounts website, STMP Car Rental Contract to determine if the rental company is a state contracted agency.

C. The State Travel Management Program (STMP) requires that state agencies use a state travel credit card to purchase all airfare when using state appropriated funding. Travel services for lodging, rental vehicles, and other necessary travel expenses shall be charged to a state travel credit card, when feasible. (Texas Administrative Code (TAC), Section 20.413)

Details of the contracted agencies and applicable rates may be found at STMP website.

Formatted: Right: 0.83"

Formatted: Level 1, Right: 0.83"

Formatted: Level 1, Right: 0.83", Space After: 0 pt

Formatted: Level 1, Right: 0.83"

Formatted: Level 1, Right: 0.83", Space After: 0 pt

Formatted: Level 1, Right: 0.83"

Formatted: Normal, Level 1, Indent: Left: 1", Right: 0.83", No bullets or numbering

Formatted: Level 1, Indent: Left: 1", Right: 0.83"

Formatted: Level 1, Indent: Left: 1", Right: 0.83", No bullets or numbering

Formatted: Level 1, Right: 0.83"

Formatted: Normal, Level 1, Indent: Left: 1", Right: 0.83", No bullets or numbering

Formatted: Level 1, Indent: Left: 1", Right: 0.83"

Formatted: Level 1, Indent: Left: 1", Right: 0.83", No bullets or numbering

Formatted: Level 1, Indent: Left: 1", Right: 0.83"

Formatted: Level 1, Indent: Left: 1", Right: 0.83", No bullets or numbering

Formatted: Level 1, Indent: Left: 1", Right: 0.83"

Formatted: Level 1, Indent: Left: 1", Right: 0.83", No bullets or numbering

For rental cars, STMP has contracted with the following vendors:

1. Avis Budget Group, Inc.;
2. Enterprise Rent A Car/National Car Rental;
3. The Hertz Corporation

Please refer to the Travel Office website for ASU's state rate discount code for each contracted rental company.

The STMP also has also contracted travel agency services, and the use of these services is optional for the university. At this time, the university has chosen not to exercise this option.

D. Exceptions:

The contracted travel services should be used as required, unless one of the following conditions exists:

1. Travel is part of a group program or conference for which reservations must be made through a specified source to obtain a specified rate or service.
2. A contract travel vendor cannot provide services in the time required to accomplish the purpose of the travel.
3. A contract hotel is not available in a location that will reasonably allow the traveler's business requirements to be fulfilled.
4. A contract hotel, airline, or rental car company cannot provide the required services because it is sold out or it does not offer services in the city being visited.
5. Alternative rental car or hotel arrangements can be made at a lower total cost than the contract hotels or rental car companies. Note: For rental cars, the total costs should include the base rate, loss/damage waiver or liability insurance protection, mileage charge, taxes, and surcharges. For hotels, the cost of the guest room, less taxes, shall be used to compare total costs.
6. A non-contract airline offers a lower published fare to the general public. However, identical airfares offered to state travelers only are not included as part of this exception.
7. Travel is undertaken by persons with disabilities, other persons in the custody of the state, or in a medical emergency.
8. Use of contract travel vendors may present a security or safety risk to the traveler.
9. Even though a traveler is not required to use the contracted rental car companies for travel paid from non-appropriated funds, the amount of reimbursement (including the loss/damage waiver protection) will be limited to the contracted rates unless a valid exception is claimed. (Documentation may be required to verify the exception.)
10. Any travel service obtained at a price lower than the contracted rate may be used. ASU employees should also use these contracted services when reimbursement will be requested from institutional (local) funds. Please notify the Travel Office as soon as possible if problems arise with any of the contracted vendors.

Formatted: Level 1, Indent: Left: 1", Right: 0.83"

Formatted: Level 1, Right: 0.83"

Formatted: Level 1, Indent: Left: 1", Right: 0.83", Space After: 0 pt, No bullets or numbering

Formatted: Level 1, Indent: Left: 1", Right: 0.83"

3. ~~State Contracted Credit Card System~~

The STMP has contracted with a credit card company to provide charge cards for official travel use. The procedure outlining the use of the state travel card may be found in *Use of the State Travel Card, OP 70.08*.

~~Compliance Policy:~~

A. ~~It is the responsibility of the traveler's supervisor and the financial manager to review the employee's travel arrangements listed on the PA and then review the travel expenses claimed on the expense report or travel voucher to ensure that travel expenses reimbursed from appropriated funds meets the requirements (rates) of the STMP contracted travel services or one of the above noted exceptions.~~

B. ~~The Travel Office will check expense reports for compliance with the requirements of the STMP and university operating policies. Expense reports that are not in compliance with these provisions may be delayed or rejected.~~

C. ~~If charges such as airfare or hotel are to be charged to the Business Travel Account (BTA), the PA provides the authorization to charge the specified fund/organization (See *University Paid Expenses, OP 70.03*).~~

4. ~~Authority to Approve Travel~~

A. ~~Prior to travel, the traveler's supervisor and the financial manager will approve the PA, provided that such travel contributes to the mission of the university and is in accordance with current travel regulations. A detailed business purpose/benefit statement must be listed on the PA and/or Expense Report.~~

B. ~~Prior approval for all travel is required for absences from the campus (or other designated headquarters) for business purposes for periods of half a day (4 hours or more) during the normal working period, whether or not there is a cost to the university. The traveler must complete a PA and obtain approval as noted within each division's succession plan. (As well as any additional approvals needed dependent on the type of trip.)~~

C. ~~Appropriate arrangements for disposition of duties must be made in advance of the travel. If classes are to be missed, a qualified member of the instructional staff shall be identified and approved by the department head as a substitute instructor. Under normal circumstances, classes should not be rescheduled.~~

D. ~~Any changes in travel dates and/or estimated expense amounts will require the traveler to contact the Travel Office.~~

5. ~~International Travel~~

All international travel, which includes Canada and Mexico, must be approved in advance by the provost, regardless of the funding source (See *International Travel, OP 70.07*).

~~Attachments~~

Formatted: Normal, Level 1, Indent: Left: 1", Right: 0.83", No bullets or numbering

Formatted: Level 1, Right: 0.83"

Formatted: Level 1, Indent: Left: 1", Right: 0.83"

Formatted: Level 1, Right: 0.83"

Formatted: Level 1, Indent: Left: 1", Right: 0.83", Space After: 0 pt

Formatted: Level 1, Right: 0.83"

Formatted: Normal, Level 1, Indent: Left: 1", Right: 0.83", No bullets or numbering

Formatted: Level 1, Right: 0.83"

Formatted: Level 1, Indent: Left: 1", Right: 0.83"

Formatted: Level 1, Right: 0.83"

Formatted: Normal, Level 1, Right: 0.83", Space After: 0 pt, Adjust space between Latin and Asian text, Adjust space between Asian text and numbers, Font Alignment: Baseline, Pattern: Clear (White)

Formatted: Right: 0.83"

Angelo State University

OP 70.08 Use of the State Travel Card [MSU OP 70.09]

PURPOSE:

The purpose of this Operating Policy and Procedure (OP) is to set forth the procedures to be followed in applying for the state travel card and conditions under which it can be used and/or terminated.

REVIEW:

This OP will be reviewed September every five years, or as needed, by the purchasing and travel supervisor and director of contracts and procurement with recommended revisions forwarded through the vice president for finance and administration to the president as needed.

POLICY/PROCEDURE

The State Travel Management Program (STMP), Citibank, and Angelo State University (ASU) have provided the following guidelines for the state of Texas travel card issued by Citibank:

1. Application Process

A. Applications for the state travel card are available by contacting the Purchasing Office. Employees must complete the application and send it back to the Purchasing Office for processing.

Note: There is not an annual fee associated with the state travel card.

B. Applicants for the state travel card will be subject to a pre-approval credit check.

2. Eligibility Requirements

A. Any ASU employee who expects to travel may apply for a state travel card, excluding temporary/casual and student employees.

B. Citibank alone determines approval or denial of a state travel card and will notify the Purchasing Office on the status of each application.

3. State Travel Card Purpose

A. Travel must be for official university business travel as defined in *Travel Guidelines and Definitions, OP 70.01*.

B. State travel credit cards are provided to faculty and staff who travel on three or more trips per year to use for purchasing travel-related goods and services, such as airfare, rental cars, lodging, and meals.

C. Travel must also be in accordance with the state's contract with Citibank and STMP travel card rules.

4. Conditions and the Appropriate Use of the Travel Card

A. State travel cards are issued to faculty and staff employees who request and qualify for such a card. State travel cards must be used solely for the cardholder's allowable travel expenses related to official university business travel, and such charges must benefit the university. Non-travel expenditures are prohibited.

B. Employees are responsible for the payment of all charges made on their credit card. The university is not responsible for the charges, regardless of the

Authorization for Official Travel

Formatted: Normal, Level 1, Right: 0.83", Space After: 0 pt, Adjust space between Latin and Asian text, Adjust space between Asian text and numbers, Font Alignment: Baseline, Pattern: Clear (White)

Formatted: Level 1, Right: 0.83"

Formatted: Level 1, Right: 0.83", Space After: 0 pt

Formatted: Level 1, Right: 0.83"

Formatted: Level 1, Right: 0.83", Space After: 0 pt

Formatted: Level 1, Right: 0.83"

Formatted: Normal, Level 1, Indent: Left: 1", Right: 0.83", No bullets or numbering

Formatted: Level 1, Right: 0.83"

Formatted: Level 1, Indent: Left: 1", Right: 0.83", No bullets or numbering

Formatted: Level 1, Right: 0.83"

Formatted: Normal, Level 1, Indent: Left: 1", Right: 0.83", No bullets or numbering

OP 70.02

type of charge, nor will the university be liable for nonpayment by the employee. Late payment of state travel card charges will be reported to the vice president for finance and administration.

C. The state travel card is not for an employee's personal use nor is it intended for the expenses of other university employees.

D. Use of the state travel card for charges other than official state business travel is a direct violation of the state's contract with CitiBank and the STMP (Texas Administrative Code, Title 34, Part 1, Chapter 5, Subchapter C, Section 5.22) and, therefore, is considered a misapplication of the state-issued card. Employees who misuse the card may have their card cancelled and are subject to disciplinary action up to and including dismissal.

5. Cancellation of State Travel Cards

A. Citibank will suspend or cancel the use of the state travel card if the charges are not paid in a timely manner. If the card is suspended or cancelled for misuse or nonpayment, the employee will need to find other sources of funds for the travel expenses.

B. Upon termination of employment, the state travel card must be returned to the Purchasing Office to close the account.

6. Retail Charges Limitation

A. Citibank is required by contract to limit the use of the travel card for retail purchases up to \$200. Retail charges may only be made in connection with travel on state business.

B. Some registration fees may be considered a retail charge by Citibank. In these cases, the employee should notify the Purchasing Office, so they can notify Citibank to approve the charge.

7. Unauthorized Retail Charges

A. ASU has the right to review and audit the credit card transactions on all accounts. If any charges appear to be unrelated to official "State of Texas" business travel, the Purchasing Office will notify the employee by email.

B. After two emails of notification, the Purchasing Office will report these findings to the vice president for finance and administration.

8. Right to Change Policy

ASU reserves the right to interpret, change, modify, amend, or rescind this policy, in whole, or in part, at any time without prior notice or the consent of employees.

Attachments

Angelo State University

OP 70.03 University Paid Expenses [MSU OP 70.03]

PURPOSE:

The purpose of this OP is to set forth the policies and procedures governing the use of Business Travel Accounts (BTAs) for airfare, hotel, and the direct bill option of rental vehicles for official business travel.

Authorization for Official Travel

Formatted: Level 1, Indent: Left: 1", Right: 0.83"

Formatted: Normal, Level 1, Indent: Left: 1", Right: 0.83", No bullets or numbering

Formatted: Level 1, Right: 0.83", Space After: 0 pt

Formatted: Level 1, Right: 0.83", Pattern: Clear (White)

Formatted: Right: 0.83"

Formatted: Normal, Level 1, Right: 0.83", Space After: 0 pt, Adjust space between Latin and Asian text, Adjust space between Asian text and numbers, Font Alignment: Baseline, Pattern: Clear (White)

Formatted: Level 1, Right: 0.83"

Formatted: Level 1, Right: 0.83", Space After: 0 pt

REVIEW:

This OP will be reviewed October every five years, or as needed, by the purchasing and travel supervisor and director of contracts and procurement with recommended revisions forwarded through the vice president for finance and administration to the president as needed.

POLICY/PROCEDURE

1. General

The **Business Travel Account (BTA)** is designed to assist employees with airfare, hotel, and/or rental vehicle charged directly to the university. The BTA may be used for the following purposes:

A. All employees and prospective employees can use the BTA for airfare through **Horizon's Travel Agency**. Airfare may not be purchased more than 60 days prior to the departure date.

B. Airfare reservations using state appropriated funds must be charged to the BTA, or with another state issued travel credit card. See *Travel Guidelines & Definitions, OP 70.01* for further information on use of state appropriated funds.

C. For local funds, employees who have applied for a state travel card and were denied, can use the BTA for hotels and direct bill for rental vehicles through Enterprise.

D. Students traveling with proper authorization may also use the BTA for airfare and hotels and the direct bill for rental vehicles (see *Student Travel, OP 70.09* for policies and procedures on Student Travel).

Travel booked using the BTA must be for official university business only. The employee must contact the Travel Office for the payment process. If there are any personal related expenses or any other expenses that are noncompliant with the travel regulations, then the traveler is responsible for repayment to the university for these charges.

Exceptions to this OP may be reviewed by the Travel Office and then forwarded to the vice president for finance and administration or assigned designee for approval.

2. Requesting Use of the BTA

The employee is responsible for following the below BTA process:

A. The employee or the accountable employee for the student travel must complete a *Pre-Approval (PA)* and obtain all required approvals prior to requesting use of the BTA from the Travel Office.

B. The employee must make the hotel and/or the rental vehicle reservation(s), attach the hotel reservation confirmation and/or Enterprise Reservation Form (found on the Travel Office website) to the PA.

C. The employee must make flight arrangements through Horizon's Travel Agency to use the BTA then notify the Travel Office.

D. The Travel Office will contact the travel agency, hotel, and/or rental vehicle vendor(s) to confirm charge(s) and authorize payment(s).

E. The Travel Office recommends that an employee carry a credit card or cash in case a hotel refuses to allow prepaid charging for the full amount due. The employee can contact the Travel Office to request assistance if a hotel refuses to process a prepayment.

F. If travel was made through the BTA, but the employee/student(s) can no longer travel, please notify the Travel Office.

3. Reporting Use of the BTA and Direct Bill

Formatted: Level 1, Right: 0.83"

Formatted: Level 1, Right: 0.83", Space After: 0 pt

Formatted: Level 1, Right: 0.83"

Formatted: Normal, Level 1, Indent: Left: 1", Right: 0.83", No bullets or numbering

Formatted: Level 1, Right: 0.83", Space After: 0 pt

Formatted: Level 1, Indent: Left: 1", Right: 0.83", Space Before: 0 pt, After: 0 pt, No bullets or numbering

Formatted: Level 1, Indent: Left: 1", Right: 0.83"

Formatted: Level 1, Indent: Left: 1", Right: 0.83", Space After: 0 pt, No bullets or numbering

Formatted: Level 1, Indent: Left: 1", Right: 0.83"

Formatted: Level 1, Indent: Left: 1", Right: 0.83", Space After: 0 pt

Formatted: Level 1, Right: 0.83", Space After: 0 pt

Formatted: Level 1, Indent: Left: 1", Right: 0.83", No bullets or numbering

A. The travel office will complete the expense report for all airfare charged to the BTA and the Enterprise direct bill; Hotel paid on BTA should be included on the travelers expense report, and notated that the expense was paid on the BTA.

Attachments

Angelo State University

OP 70.07 International Travel [MSU OP 70.07]

PURPOSE:

The purpose of this Operating Policy and Procedure (OP) is to set forth the policies and procedures granting the approval of international travel to countries outside the United States including Canada or Mexico.

REVIEW:

This OP will be reviewed June every five years, or as needed, by the purchasing and travel supervisor and the director of contracts and procurement with recommended revisions forwarded through the vice president for finance and administration to the president as needed.

POLICY/PROCEDURE

Authority

Pursuant to § 660.024, *Texas Government Code* (Vernon's Civil Statutes Supplement, 2002), all international travel by state employees on state business must be approved in advance and in writing by the chief administrator or designee. The president has designated the provost as the final approver for international travel.

Approval of International Travel

All international travel requires approval by the provost through the Chrome River approval process. Please submit a *Pre-Approval (PA)* with the *Affirmation, Waiver and Liability Release* (Link A) form attached to the PA at least six (6) weeks prior to departure. Please review the section below on use of funds:

A. State Accounts

Actual lodging and meal expenses are reimbursable on state funds, as per *Reimbursement of Travel Expenses, OP 70.04* guidelines on meal and lodging expenses. All other state business travel related expenses will be reimbursable with local funds as per guidelines in *Reimbursement of Travel Expenses, OP 70.04*.

B. Local Accounts

Local funds may be used to reimburse all state business travel related expenses, as per guidelines set forth in *Reimbursement of Travel Expenses, OP 70.04*.

C. Contracts and Grants

Formatted: Level 1, Right: 0.83"

Formatted: Normal, Level 1, Right: 0.83", Space After: 0 pt, Adjust space between Latin and Asian text, Adjust space between Asian text and numbers, Font Alignment: Baseline, Pattern: Clear (White)

Formatted: Right: 0.83"

Formatted: Normal, Level 1, Right: 0.83", Space After: 0 pt, Adjust space between Latin and Asian text, Adjust space between Asian text and numbers, Font Alignment: Baseline, Pattern: Clear (White)

Formatted: Level 1, Right: 0.83", Tab stops: Not at 7.5"

Formatted: Level 1, Right: 0.83", Space After: 0 pt, Tab stops: Not at 7.5"

Formatted: Level 1, Right: 0.83", Tab stops: Not at 7.5"

Formatted: Level 1, Right: 0.83", Space After: 0 pt, Tab stops: Not at 7.5"

Formatted: Level 1, Right: 0.83", Tab stops: Not at 7.5"

Formatted: Level 1, Indent: Left: 1", Right: 0.83", No bullets or numbering, Tab stops: Not at 7.5"

1. When international travel expenses will be paid from federal or state contract and/or grant funds, advanced approval from the President's Office as well as any other required approvals must be obtained and attached to the PA. Such approval may be a letter from the appropriate grant administrator giving approval for use of funds for such travel or specific authorization for the travel may be stated in the approved grant or contract.
2. It is the responsibility of the principal investigator or project director to secure all necessary approvals from the granting agency prior to submission of the PA; failure to do so will result in disallowance of the travel expenses.

Travel Restrictions

- A. Travel to countries listed as high risk by the U.S. Department of State is not permitted without approval. Travel warnings can be found at the [U.S. Department of State website](#). For more details about pre-departure risk assessment, refer to *Study Abroad Programs, OP 10.14, Section 6*.
- B. Passports are required for international air travel for citizens of the United States, including Canada and Mexico. Employees should contact the University's Center for International Studies for current information regarding passports.
- C. The Fly America Act (49 U.S.C. 40118) mandates the use of U.S. flag air carriers when travelling internationally on federal funds. The Fly America Act Waiver Checklist ([Link B](#)) must be used by departments to determine and document whether air travel qualifies for a waiver of these restrictions. The completed checklist must accompany all travel vouchers for trips outside the contiguous United States using federal funds. In the event it is determined that the appropriate air carrier was not used, the expense may be denied or must be transferred to non-sponsored or non-state appropriated funds.

International Travel Insurance Program

Mandatory international travel insurance information is set forth in *International Travel Insurance Program, OP 70.10*.

Reimbursement of Travel Expenditures

- A. Itemized receipts are required for all international travel related expenses and must be attached to the expense report to receive reimbursement. Reimbursement for international travel expenditures follows the same guidelines set forth in *Reimbursement of Travel Expenses, OP 70.04*.
- B. State agencies may reimburse passport or visa charges, airport boarding passes, departures taxes and inoculations, in addition to reimbursements allowed under *Reimbursement of Travel Expenses, OP 70.04*.
- C. Travel expenses incurred in a foreign currency must be converted to U.S. dollars using the currency converter link found on the travel office website (under quick links). Conversion documentation is required with the travel voucher and the date used for the conversion must be the date of the expense. Also, please note the current rate of exchange used on the expense report.

Link A: *Affirmation, Waiver and Liability Release*

Link B: *Fly America Act Waiver Checklist*

Attachments

Formatted: Level 1, Right: 0.83", Tab stops: Not at 7.5"

Formatted: Level 1, Indent: Left: 1", Right: 0.83", No bullets or numbering, Tab stops: Not at 7.5"

Formatted: Level 1, Right: 0.83", Tab stops: Not at 7.5"

Formatted: Level 1, Indent: Left: 1", Right: 0.83", No bullets or numbering, Tab stops: Not at 7.5"

Formatted: Level 1, Right: 0.83", Tab stops: Not at 7.5"

Formatted: Normal, Level 1, Right: 0.83", Space After: 0 pt, Adjust space between Latin and Asian text, Adjust space between Asian text and numbers, Font Alignment: Baseline, Pattern: Clear (White), Tab stops: Not at 7.5"

Angelo State University

OP 70.09 Student Travel [MSU OP 70.08]

PURPOSE:

The purpose of this Operating Policy/Procedure (OP) is to provide information and requirements regarding transporting students on any university business or related travel activities.

REVIEW:

This OP will be reviewed June every five years, or as needed, by the purchasing and travel supervisor in consultation with the director of student life and the director of risk and emergency management with recommended revisions forwarded through the vice president for finance and administration to the president as needed.

POLICY/PROCEDURE

General

These procedures apply to anyone who engages in transporting students on any university business or related travel activities. On a case-by-case basis, the vice president for finance and administration or designated representative may authorize exceptions to these procedures. The following procedures are minimum standards; departments may mandate additional procedures. These procedures pertain to students who travel more than 25 miles from campus to an activity or event that is organized and sponsored by the institution and that is (a) funded by the institution and the travel occurs using a vehicle owned or leased by the institution, or (b) required by a student organization officially registered at the institution. These procedures also apply to commercial transportation and privately owned vehicles. State appropriated funds cannot be used to pay for student travel.

Board Authorization

The university president is authorized by the Board of Regents of the Texas Tech University System to establish and administer regulations and procedures for the efficient management of the university. The enabling legislation of this policy is SB 263 of the 77th Texas Legislature. (Refer to *Texas Education Code, Chapter 51, Section 51.950*.) Said legislation and the university president represent the controlling authority of this policy and procedures.

Travel Requirements and Planning

A. Student Travel Requirements

1. Student Travel (departmental or organization)

A benefits eligible employee (faculty, staff, or applicable teaching assistant) must be accountable for out-of-town trips involving departmental student groups or sponsored student organizations and ensure that all travel documents are completed prior to travel. An accountable employee must accompany the students unless prior approval to travel without accompaniment is granted by the vice president of student affairs and enrollment management on the Student/Group Travel Form.

2. Students Traveling to Present Research Papers

Students traveling to professional conferences to present their research are not required to have an employee accompany them. The steps outlined in 3.b. below are applicable, and a benefits eligible employee (faculty member or academic administrator) must be accountable for the student's travel.

Authorization for Official Travel

Formatted: Right: 0.83"

Formatted: Normal, Level 1, Right: 0.83", Space After: 0 pt, Adjust space between Latin and Asian text, Adjust space between Asian text and numbers, Font Alignment: Baseline, Pattern: Clear (White)

Formatted: Level 1, Right: 0.83"

Formatted: Level 1, Right: 0.83", Space After: 0 pt

Formatted: Level 1, Right: 0.83"

Formatted: Level 1, Right: 0.83", Space After: 0 pt

Formatted: Level 1, Right: 0.83"

Formatted: Level 1, Right: 0.83", Space After: 0 pt

Formatted: Level 1, Right: 0.83"

Formatted: Level 1, Indent: Left: 1", Right: 0.83", Space Before: 0 pt, After: 0 pt, No bullets or numbering

B. The accountable employee must complete the following steps:

1. Submit a Pre-Approval under the name of the employee accountable for the trip, including the name(s) of the student(s). (For Cash Advance Requests, see section 4.)

a. Any university paid expenses (airfare, hotel, rental car) should be indicated on the Pre-Approval.

2. Complete Student/Group Travel Form. (Link A)

3. Complete the Student/Group Travel List. (Link B)

4. Have each trip participant complete a "Student Activity Release Form" (Link C) and/or "Student Activity Release Form Private Vehicle" (Link D) return it to the department administrator who is responsible for retaining the releases. For official sports clubs, athletics and other team travel, blanket releases may be completed and submitted at the beginning of each year.

5. Have each trip participant sign and date the "Travel Allowance Form" (Link E) if students are provided the allowed city rate for meals. Attach the Travel Allowance Form to the expense report. Meal receipts are not required if this form is used.

6. Send a duplicate copy of the Student/Group Travel Form and Student/Group Travel List to the University Police Department ten (10) days prior to the trip.

C. Departments authorizing students to use a privately owned vehicle to travel more than 25 miles from the campus to an event that is sponsored or organized by the institution and is funded by the institution, must comply with the following:

1. Students shall not be compelled to use their personal vehicle.

2. Students shall not be directed to transport other students or employees.

3. Students must complete the Student Driver Acknowledgment Statement. (Link F)

4. Departments will maintain the statements with the applicable student travel forms.

Student Travel Advances

A. Travel Advances

1. Cash advances will be given only to the employee accountable for the student travel and expenses. An approved Expense Report requesting an advance must be received by the Travel Office at least five (5) working days prior to the trip.

B. After the trip, the accountable employee must submit an Expense Report within fifteen (15) days after the trip and attach all required documentation. Only the expenses for the employee accountable for the trip can be included with the students' expenses on the expense report; however, employees can include their travel on the student expense report if the student travel is for the following:

1. Coaches or directors for band, choir, or athletics.

2. Faculty or other full-time employees accompanying student group travel for academic conferences, competitions, or presentations of papers.

Any other employees who accompany the students must complete an individual Pre-Approval and Expense Report with accompanying documents.

The only time faculty or staff meals are reimbursable for non-overnight travel is when a faculty or staff member travels as part of a student group.

C. Any unused funds should be returned to the Student Accounts Office with the Expense Report. If the Expense Report exceeds the amount of the advance, a reimbursement check will be issued to the accountable employee for the difference.

Formatted: Level 1, Right: 0.83"

Formatted: Level 1, Indent: Left: 1", Right: 0.83", Space Before: 0 pt, After: 0 pt, No bullets or numbering

Formatted: Level 1, Right: 0.83"

Formatted: Level 1, Indent: Left: 1", Right: 0.83", Space After: 0 pt, No bullets or numbering

OP 70.02

~~D.——The accountable employee who fails to submit the Expense Report and unused funds within the allotted time for two trips will be denied any future advances. Exceptions to this policy will be handled on an individual basis. The employee must contact the Travel Office and explain the need for an extension.~~

~~In addition to following these procedures, employees and students are required to comply with all operating policies for university travel.~~

~~Reserving Vehicles through State-Contracted Rental Companies~~

~~A.——Reservations for rental vehicles must be made by an accountable employee in the department. Students and temporary/casual employees cannot reserve rental vehicles.~~

~~B.——Employees can use a state corporate travel card, a personal credit card, or request to use direct billing through Enterprise. The rental company cannot accept purchase orders to reserve vehicles.~~

~~C.——Personal Accident Insurance (PAI) must be purchased through the rental company for students traveling in rental vehicles.~~

~~Driver Eligibility and Vehicle Safety Requirements~~

~~For information on driver eligibility and vehicle safety requirements, please refer to Operating Policy *University Vehicles*, OP 36.03. In the event of a vehicle accident or breakdown, the employee or sponsor accompanying the students should contact his/her department and provide an update on the travel itinerary.~~

~~Commercial Transportation~~

~~Students traveling by commercial transportation must comply with all federal laws regulating travel and the rules of the specific carrier, including laws and rules regarding carry-on baggage and baggage weight restrictions.~~

~~Trip Insurance~~

~~Angelo State University does not provide trip accident insurance for individuals not employed by the university. Contact the Office of Environmental Health, Safety and Risk Management regarding optional trip insurance which is available at a reasonable cost.~~

~~Link A: *Student/Group Travel Form*~~

~~Link B: *Student/Group Travel List*~~

~~Link C: *Student Activity Release Form*~~

~~Link D: *Student Activity Release Form Private Vehicle*~~

~~Link E: *Travel Allowance Form*~~

~~Link F: *Student Driver Acknowledgment Statement*~~

~~Attachments~~

Angelo State University

OP 70.04 Reimbursement of Travel Expenses [MSU-OP 70.04]

Formatted: Level 1, Right: 0.83", Space After: 0 pt

Formatted: Level 1, Right: 0.83"

Formatted: Level 1, Indent: Left: 1", Right: 0.83", Space Before: 0 pt, After: 0 pt, No bullets or numbering

Formatted: Level 1, Right: 0.83"

Formatted: Level 1, Right: 0.83", Space After: 0 pt

Formatted: Level 1, Right: 0.83"

Formatted: Level 1, Right: 0.83", Space After: 0 pt

Formatted: Level 1, Right: 0.83"

Formatted: Normal, Level 1, Right: 0.83", Space After: 0 pt, Adjust space between Latin and Asian text, Adjust space between Asian text and numbers, Font Alignment: Baseline, Pattern: Clear (White), Tab stops: Not at 7.5"

Formatted: Right: 0.83"

Formatted: Normal, Level 1, Right: 0.83", Space After: 0 pt, Adjust space between Latin and Asian text, Adjust space between Asian text and numbers, Font Alignment: Baseline, Pattern: Clear (White)

PURPOSE:

The purpose of this Operating Policy and Procedure (OP) is to set forth the guidelines for requesting reimbursement of travel expenses.

REVIEW:

This OP will be reviewed October every five years, or as needed, by the purchasing and travel supervisor and the executive director of contracts and materials management with recommended revisions forwarded through the vice president for finance and administration to the president as needed.

POLICY/PROCEDURE

1.— Authority and Applicability

This OP outlines the travel reimbursement rules and regulations for ASU employees. All official travel must support and provide benefit to the mission of the university. It is the policy of ASU to follow travel guidelines as set forth in:

- 2 CFR Part 220;
- Internal Revenue Code §§1.62-2
- General Appropriations Act (GAA) Article IX Part 5
- The Comptroller of Public Accounts (CPA) Textravel website.

2.— General

A.— Travel for employees must be authorized in advance using the *Pre-Approval (PA)* to encumber funds (see *Authorization of Official Travel, OP 70.02*). Travel expenses must be allowable according to applicable institutional, local, state and/or federal rules and regulations.

B.— All travel must follow the regulations set forth in this OP and *Textravel*, regardless of the funding source, with the exception of limits specific to each fund group.

C.— Regardless of reimbursement received from other sources, an employee who travels in performance of official duties is entitled to claim that portion of expenses allowed under this OP from state or local funds. The total reimbursement from all sources must not exceed actual expenses.

D.— Expense reports submitted later than 60 days after the ending date of travel will not be processed and funds will be unencumbered, unless approved by the vice president for finance and administration or approved designee. The purchasing and travel supervisor will review these expense reports with the vice president for finance and administration and attach approval or rejection documentation in Chrome River.

E.— All expense reports submitted later than 60 days after the ending date of travel will be taxable in compliance with the IRS Safe Harbor Rule. The Travel Office will report the reimbursement to the Payroll Office.

F.— If the total expenses claimed on the expense report are 10% higher than the total amount estimated on the PA, the traveler must provide an explanation within Chrome River.

Reimbursement for Meal and Lodging Expenses

Applicable to both Meal and Lodging Expenses

A.— An employee may receive reimbursement only for his/her actual meal and lodging expenses not to exceed the maximum reimbursement rate for that location. The state travel expense reimbursement rate is not a per diem. The maximum should not be claimed, unless the actual expenditures equal or exceed the maximum allowable rate.

Authorization for Official Travel

Formatted: Level 1, Right: 0.83"

Formatted: Level 1, Right: 0.83", Space After: 0 pt, Tab stops: Not at 0.88"

Formatted: Level 1, Right: 0.83", Tab stops: Not at 0.88"

Formatted: Level 1, Right: 0.83", Space After: 0 pt, Tab stops: Not at 0.88"

Formatted: Level 1, Right: 0.83", Tab stops: Not at 0.88"

Formatted: Normal, Level 1, Indent: Left: 1", Right: 0.83", No bullets or numbering

Formatted: Level 1, Right: 0.83", Tab stops: Not at 0.88"

Formatted: Level 1, Indent: Left: 1", Right: 0.83", Space Before: 0 pt, After: 0 pt, No bullets or numbering, Tab stops: Not at 0.88"

B. ~~Agencies must use the federal rates provided by the General Services Administration (GSA) for both in-state and out-of-state travel within the contiguous United States.~~

1. ~~If the city is not listed, but the county is listed, use the rate of the county.~~

2. ~~For areas not listed (city or county), the rates are limited to the GSA current maximum rates.~~

3. ~~The reimbursement limit applies without a carry-over from one day to another.~~

4. ~~Meal and lodging expenses are not reimbursable for any days the employee is absent from duty for personal reasons not connected with official travel duties.~~

5. ~~If an employee travels to more than one duty point on the same day, the maximum meal and lodging reimbursement for the day is equal to the highest of the maximum rates for the duty points visited. Example: If you travelled to College Station, (meal GSA rate is \$59) and also to Dallas (meal GSA rate is \$64), you would be able to claim \$64.~~

C. ~~Meal and lodging reimbursements for travel to Alaska and Hawaii are limited to the rates set forth by the U.S. Department of Defense.~~

D. ~~Meals and lodging reimbursement for travel outside the contiguous U.S. (other than Alaska and Hawaii) are limited to the rates set forth by the US Department of State.~~

E. ~~Reimbursement for all travel services may not exceed the actual amount incurred by the traveler, not to exceed applicable required GSA or state rates and allowable hotel overages.~~

3. ~~Reimbursement for Meal Expenses~~

A. ~~The university will not reimburse employees for meal expenses incurred while conducting state business that does not require an overnight stay.~~

B. ~~Meal expenses incurred within the employee's designated headquarters are not reimbursable, unless the expenses were mandatory and connected with training, a seminar, or a conference.~~

C. ~~The meal allowance represents the maximum charge allowed for a day of travel that includes an overnight stay. Receipts are not required for meals, except for international travel (See *International Travel*, OP 70.07). The traveler should not automatically claim the GSA rate. The financial manager is responsible for approving the reasonableness of the total meal reimbursement. If departure time from the designated headquarters (on the first day of travel) is before 8:00 a.m. and return time (on the last day of travel) is after 7:00 p.m., the employee shall receive reimbursement for a full day GSA rate, not to exceed actual expenses. If the employee departs headquarters after 8:00am and/or returns to headquarters before 7:00pm, they will only be entitled to the "First & Last Day of Travel" meal rate listed on the GSA website.~~

D. ~~An employee may not receive reimbursement for the purchase of an alcoholic beverage or tips and gratuities. Exceptions may be allowed depending on the source of funding. If the financial manager of an applicable funding source approves to reimburse for alcoholic beverages, tips, or gratuities, they will need to enter a comment regarding so on the expense in Chrome River.~~

4. ~~Reimbursement for Lodging Expenses~~

A. ~~An employee may not receive reimbursement for a lodging expense incurred at a place that is not a commercial lodging establishment.~~

B. ~~An employee is entitled to reimbursement for lodging expenses at the duty point no more than one night before official state business begins and one night after official state business ends. Exceptions are allowed when extra days are required to qualify for discount airfares or when travel to the duty point reasonably requires more~~

Formatted: Level 1, Right: 0.83", Tab stops: Not at 0.88"

Formatted: Level 1, Indent: Left: 1", Right: 0.83", Space Before: 0 pt, After: 0 pt, No bullets or numbering, Tab stops: Not at 0.88"

Formatted: Level 1, Right: 0.83", Tab stops: Not at 0.88"

Formatted: Level 1, Indent: Left: 1", Right: 0.83", Space Before: 0 pt, After: 0 pt, No bullets or numbering, Tab stops: Not at 0.88"

than one day. Documentation of an approved exception must be attached to the PA and expense report.

C. In order to receive reimbursement for lodging, not to exceed the limits noted above, the employee must attach the lodging receipt to the expense report. The lodging receipt must include the name and address of the commercial establishment, the employee's name, the single room rate, a daily itemization of the lodging charges, and must indicate a zero balance.

D. When two state employees share lodging, and are using state appropriated funds each employee must obtain an itemized receipt for their share of the lodging. The state agency shall reimburse each employee for the employee's share of the lodging expense, not to exceed the applicable maximum lodging reimbursement rate. When two state employees share lodging, and are using non-appropriated funds, the state agency can reimburse one individual for the lodging expense, not to exceed the applicable maximum lodging reimbursement rate. The other employee shall not claim any lodging expenses and note on their expense report the employee's name who claimed the lodging expense.

In either case when only one of the individuals is a state employee, the agency must reimburse the employee the room rate for a single occupancy or the applicable maximum lodging reimbursement rate, whichever amount is less.

E. For travel within the state of Texas, ASU employees are exempt from paying the state hotel occupancy tax, but are not exempt from paying any county or municipal hotel taxes. According to Textravel, a state agency *may not* reimburse an employee for state hotel tax if the employee fails to present a properly completed exemption certificate to the establishment. However, if the employee presents the certificate to the establishment and the establishment refuses to honor the certificate, the employee must state this on the expense report. The university may then reimburse the employee. The Travel Office must provide the Comptroller's Office the name of the establishment that refused to honor the exemption certificate.

F. The state maintains lodging contracts for many in- and out-of-state locations. Employees should review the Comptroller's Hotel Engine contract for current fiscal year contracted hotels/motels.

G. An apartment or house rental expense may be reimbursable if the purpose of the rental is to lower costs and the employee will be using the apartment or house while conducting official business throughout the term of the lease. Application fees and other mandatory costs associated with applying for rental of the apartment or house are reimbursable. A copy of the lease must be attached to the PA and expense report. Preapproval must be obtained from the Contracting Office (c_admin@angelo.edu) prior to the lease commitment.

H. Any employee requesting reimbursement for excess lodging over the State of Texas established rates for all locations must provide justification on the PA. Hotel overages can only be paid using local funds. The Travel Office will deny requests for excess lodging not approved and documented prior to traveling, unless approved by the vice president for finance and administration, subject to applicable fund restrictions.

5. Reimbursement for Mileage, Parking, and Tolls

A. Reimbursement of Mileage

1. With the exception of tolls and parking expenses, a mileage reimbursement is inclusive of all expenses associated with the employee's operation of a personally owned or leased vehicle. The term "all expenses" includes damage to the employee's

Formatted: Level 1, Right: 0.83", Tab stops: Not at 0.88"

Formatted: Level 1, Indent: Left: 1", Right: 0.83", Space Before: 0 pt, After: 0 pt, No bullets or numbering, Tab stops: Not at 0.88"

vehicle from any cause. ASU is not liable for the employee's insurance deductible or any other cost associated with an accident or vehicle damage.

2. When four or fewer employees travel on the same itinerary, they must coordinate travel and only one may be reimbursed for mileage (four per car rule). When more than four employees travel on the same itinerary, they must coordinate travel and only one out of every four may be reimbursed for mileage. (Texas Government Code Section 660.044). Supervisors and financial managers must ensure that coordination of using a rental or personal vehicle occurs when two or more state employees travel on the same itinerary. Only one employee riding in the personal or rental vehicle will be reimbursed for mileage or gas and rental charges. When two or more employees are planning to attend an event, they must enter a justification in Chrome River and list the names of the other travelers.

3. The amount of mileage reimbursement may not exceed the applicable mileage rate multiplied by the number of miles traveled. The approved mileage rate is referenced on the Travel Office website. The number of miles traveled shall be calculated in Chrome River using the on-line mapping tool, Google Maps. The employee may also use odometer readings to calculate mileage. If the employee's odometer is used to determine the mileage, the employee must properly itemize the mileage on a point-to-point basis, sufficiently detailed enough for ASU to verify the calculation in order to process reimbursement. Documentation of the odometer-mileage calculation must be attached to the expense report.

4. An employee may receive reimbursement of mileage for travel between the employee's home and the nearest airport. If travel occurs during working hours, the amount of the reimbursement may not exceed the amount that would have been reimbursed had the employee traveled from the employee's designated headquarters to the airport. The latest time that an individual may check in for the flight, as specified by the airline, determines whether the travel to the airport occurs during working or non-working hours.

5. An employee may receive reimbursement for the mileage incurred by another person transporting the employee to the airport. The reimbursement may not exceed the reimbursement that would have been paid if the employee had parked at the airport.

6. The amount of mileage reimbursement for out-of-state travel to duty points served by commercial airlines is limited to the average coach airline fare, plus the per diem necessary to complete such a flight. The amount due may also include the expenses of transportation to airports from points where commercial air transportation is not available. If the actual mileage reimbursement would be less than the cost of the average coach airline fare, the maximum that can be claimed is actual mileage.

7. Alternate routes may be taken if employees are concerned about safety when determining mileage reimbursement. An explanation for the alternate route must be attached to the expense report.

8. Employees whose job responsibilities customarily require travel within their designated headquarters may receive mileage reimbursement only if the appropriate financial manager approves. Justification on how the travel benefits the state and documentation of an itemized point-to-point odometer reading log must be attached to the expense report. For more information, refer to the Travel Office website.

B. Reimbursement of Parking and Toll Expenses

1. Parking and toll expenses incurred while an employee is on official state business are reimbursable, whether the employee is using a personally owned or leased vehicle or a rented vehicle.

2. Parking or toll expenses are not reimbursable if none of the other transportation expenses incurred are not reimbursable.

3. A parking expense incurred by an individual while dropping off or picking up a state employee at the airport is reimbursable.

4. Receipts are not required for parking and toll expenses; however, the expenses must be itemized on the expense report.

6. Reimbursement for Travel by Rented or Public Conveyance

A. Commercial Airlines

1. The reimbursement for commercial air transportation may not exceed the cost of the lowest available airfare. First class or business class airfare will be reimbursed only at the lowest available airfare rate, unless it was the only airfare available or a medical necessity. For international travel, travelers may also consider flying with only "alliance" airlines if the airfare cost is comparable to the lowest available airfare.

2. When an employee combines business and personal air travel, the reimbursement may not exceed the amount of airfare that would have been charged had the employee not included personal travel. So long as the reimbursement does not exceed that limit, the employee may receive reimbursement for all airfare charges relating to the business trip.

3. The receipt or itinerary must include the following:

- Name of the employee and airline;
- Ticket number;
- Class of transportation;
- Travel dates;
- Amount of the airfare and taxes;
- Origin and destination of each flight;

4. Federal taxes on airfare are reimbursable and must be itemized on the receipt or itinerary.

5. An employee may receive reimbursement for the cost of a buy one, get one free promotion. However, the amount of reimbursement is limited to the charges shown on the ticket with the employee's name.

6. When an employee stays extra days at a duty point to qualify for a discount airfare, the employee may be reimbursed for the travel expenses incurred, if the additional expenses plus the discount airfare are less than or equal to the average coach airfare. It must be in the best interest of the university to allow the employee to be absent for the extra days. The extra days may occur before or after the official state business.

B. Rental of Motor Vehicles

1. Prior to renting a vehicle, employees should refer to *Authorization for Official Travel, OP 70.02(2)*.

2. For rentals in Texas, the employee must present Form 14-305, motor vehicle verification exemption certificate, at the time of picking up the vehicle. If Form 14-305 is not presented and state taxes are charged, this amount will not be reimbursed. Please note that some locations of the contracted rental companies may not honor the State of Texas contract. If this occurs, please note it on the expense report in order to receive reimbursement.

3. An employee may receive reimbursement for the actual cost of renting a motor vehicle. The amount of reimbursement is limited to the state contracted rates, unless a valid exemption is claimed.

Formatted: Level 1, Right: 0.83", Tab stops: Not at 0.88"

Formatted: Level 1, Indent: Left: 1", Right: 0.83", Space Before: 0 pt, After: 0 pt, No bullets or numbering, Tab stops: Not at 0.88"

OP 70.02

- ~~For employee travel, the personal accident insurance should not be purchased as it is not reimbursable; however, it is a requirement for students traveling in rental vehicles who are not university employees.~~
- ~~If an employee does not use a contracted agency and declines the loss-damage waiver, the university will not be responsible for damages in the case of an accident. The employee or his/her personal automobile insurance carrier will be responsible for any damages incurred.~~
- ~~When an employee uses a rental vehicle for both personal business and state business, only the portion attributable to state business may be reimbursed. Rental expenses may not be reimbursed, if the rental was necessary only because the employee combined personal and state business.~~
- 4. ~~An itemized receipt must be attached to the expense report. The receipt must show the starting and ending dates of the rental, specify the name of the motor vehicle rental company, and the renter.~~
- 5. ~~When four or fewer employees travel on the same itinerary, they must coordinate travel and only one may be reimbursed for a rental vehicle (four per car rule). When more than four employees travel on the same itinerary, they must coordinate travel and only one out of every four may be reimbursed for a rental vehicle. (Texas Government Code Section 660.044). Supervisors and financial managers must ensure that coordination of using a rental or personal vehicle occurs when two or more state employees travel on the same itinerary. Only one employee riding in the personal or rental vehicle will be reimbursed for mileage or gas and rental charges. When two or more employees are planning to attend an event, they must enter a justification in Chrome River and list the names of the other travelers.~~
- 6. ~~Gasoline purchased for a rental vehicle is reimbursable. Itemized receipts for fuel purchases must be attached to the expense report.~~
- 7. ~~Charges for liability insurance supplements, safe trip insurance, and personal effects insurance are not reimbursable. The charge for an additional driver is reimbursable only if it is for another state employee. A collision damage waiver or a loss damage waiver is reimbursable, unless the waiver is included in the contracted rental rates.~~
- C. ~~Travel by Mass Transit, Taxi or Limousine~~
- 1. ~~An employee may receive reimbursement for the actual cost of transportation by bus, subway, other mode of mass transit, or taxi. An employee may not receive reimbursement for the cost of transportation by a person who is not a commercial transportation company.~~
- 2. ~~If two or more employees share a taxi, only the employee who paid for the taxi may receive reimbursement for that expense. The other employees may receive reimbursement only for the charges imposed on an individual by individual basis.~~
- 3. ~~An employee may receive reimbursement for the actual cost of transportation by limousine only if it was the least costly transportation available, considering all relevant circumstances. Attach a written justification for using the limousine to the expense report.~~
- 4. ~~Receipts are not required for travel by bus, subway, other modes of mass transit, or taxi. However, individual trips must be itemized on the expense report, showing the date, fare, and destination for each trip.~~
- 5. ~~If public transportation is used for travel between cities, receipts are required. If receipts are not available, the destination must be stated on the expense report. The origination and destination locations of the bus, subway, mass transit, taxi, or limousine must be documented on the receipt or in the expense report.~~

7. Reimbursement for Internet Reservations

- Internet service fees associated with reserving airfare, hotel, or rental vehicles are reimbursable only if there is an overall cost savings to the university. However, state taxes are not reimbursable and the Travel Office will deduct the tax rate from the traveler's reimbursement. Travelers must provide an itemized receipt of charges incurred.
- Purchasing internet tickets months in advance of a trip could result in personal liability for the credit card bill. Reimbursement for these expenditures will occur after completion of the trip and the submission of the expense report.
- For hotel reservations booked and paid for in advance using an online booking agent, the travelers must provide an itemized receipt from the internet vendor in order to be receive reimbursement on the expense report.

8. Registration Fees

- A. Employees may receive reimbursement for registration fees for official business conferences and seminars if the employee charged the registration fee to his/her state travel card or paid the fee from personal funds. There should be a direct relationship between the duties performed by the employee and the type of conference he/she attended.
- B. A receipt indicating the amount for registration fees must accompany the expense report. Meals included in the registration fees must be deducted from the traveler's allowable daily per diem, not to exceed actual expenses. Entertainment or other personal expense items included in the registration fee are not reimbursable. All registration fees not previously paid or claimed should be included on the expense report.
- C. Supervisors and/or financial managers shall make every effort to ensure traveler attendance at any seminar or conference that is paid for in advance. Cancellation charges for "no shows" because of personal reasons other than illness or emergencies are not reimbursable. One state employee may replace another employee at a conference if the attending employee attaches a statement showing the circumstances with the receipt.
- D. Payments for registration fees may not occur more than six (6) weeks in advance of the seminar or conference unless the cost savings is considerable to the university or if there is a limited capacity for attendance.

9. Uncommon Travel Requirements and Exceptions

- A. A cancellation or change fee is reimbursable only if the charge is incurred for a business related reason or because of illness, adverse weather conditions, or a natural disaster. The expense report must state the business related reason for the cancellation. Proof that the cancellation charge was paid, such as an unused airline ticket, must be attached to the expense report.
- B. Charges related to transportation expenses that were paid in advance to obtain lower rates and later canceled due to an employee illness or personal emergency are reimbursable.
- C. A cancellation or change fee assessed due to an employee failing to cancel in time to avoid the charge is not reimbursable. The traveler is responsible for personally paying for the fee.
- D. When a package of at least two types of travel expenses (e.g., meals, lodging, transportation, incidental expenses, or registration fees) is purchased, each type is reimbursable only to the extent it would have been reimbursable had it not been

Formatted: Level 1, Right: 0.83", Tab stops: Not at 0.88"

Formatted: Level 1, Indent: Left: 1", Right: 0.83", Space Before: 0 pt, After: 0 pt, No bullets or numbering, Tab stops: Not at 0.88"

Formatted: Level 1, Right: 0.83", Tab stops: Not at 0.88"

Formatted: Level 1, Indent: Left: 1", Right: 0.83", Space Before: 0 pt, After: 0 pt, No bullets or numbering, Tab stops: Not at 0.88"

Formatted: Level 1, Right: 0.83", Tab stops: Not at 0.88"

Formatted: Level 1, Indent: Left: 1", Right: 0.83", Space Before: 0 pt, After: 0 pt, No bullets or numbering, Tab stops: Not at 0.88"

OP 70.02

included in the package. If traveling on state funds, the travel voucher must separately state the cost of each type of travel arrangement.

E. If an employee on personal leave at a location outside the designated headquarters is required to travel to a duty point, the travel expenses incurred are reimbursable. The reimbursable expenses are limited to the amount of travel expenses that would have been incurred had the employee traveled from his/her headquarters directly to the duty point. When an employee is required to return to headquarters while on personal leave, the employee may be reimbursed for the travel expenses they incurred while traveling to headquarters and then returning to the place they were staying while on personal leave. The expenses are reimbursable only if the travel to the duty point is from a location other than the employee's residence. For a detailed listing of all allowable travel expense exceptions, please refer to the [Textravel](#) website.

Attachments

Angelo State University

OP 70.06 Travel by Prospective Employees [MSU OP 70.06]

PURPOSE:

The purpose of this Operating Policy/Procedure (OP) is to set forth the policies and procedures governing the reimbursement of travel expenses of prospective employees.

REVIEW:

This OP will be reviewed October every five years, or as needed, by the purchasing and travel supervisor and the director of contracts and procurement with recommended revisions forwarded through the vice president for finance and administration to the president as needed.

POLICY/PROCEDURE

Definition and Scope

A prospective employee is an individual being considered for employment by Angelo State University (ASU). This includes employees at other state agencies being considered for employment at ASU. This policy governs the reimbursement of travel expenses incurred by the individual visiting ASU for the purpose of being interviewed and evaluated for employment.

Reimbursement for Travel Expenses

A. An Authorization Request for Payment of Travel Expenses for Prospective Employee form (Link) must be submitted for all prospective employees, except as noted in section 2.g.

B. Prospective state employees are to be reimbursed in the same manner as ASU employees, except that they may not receive a travel advance.

Formatted: Level 1, Right: 0.83", Tab stops: Not at 0.88"

Formatted: Level 1, Right: 0.83", Tab stops: Not at 1"

Formatted: Normal, Level 1, Right: 0.83", Space After: 0 pt, Adjust space between Latin and Asian text, Adjust space between Asian text and numbers, Font Alignment: Baseline, Pattern: Clear (White), Tab stops: Not at 0.88" + 7.5"

Formatted: Right: 0.83"

Formatted: Normal, Level 1, Right: 0.83", Space After: 0 pt, Adjust space between Latin and Asian text, Adjust space between Asian text and numbers, Font Alignment: Baseline, Pattern: Clear (White)

Formatted: Level 1, Right: 0.83"

Formatted: Level 1, Right: 0.83", Space After: 0 pt

Formatted: Level 1, Right: 0.83"

Formatted: Level 1, Right: 0.83", Space After: 0 pt

Formatted: Level 1, Right: 0.83"

Formatted: Level 1, Right: 0.83", Space After: 0 pt

Formatted: Level 1, Right: 0.83"

Formatted: Level 1, Indent: Left: 1", Right: 0.83", Space Before: 0 pt, After: 0 pt, No bullets or numbering

OP 70.02

- ~~C. Airfare and hotel for a prospective employee may be requested with the Business Travel Account (BTA) as part of an online travel authorization.~~
- ~~D. Prospective employees are not exempt from state hotel occupancy taxes.~~
- ~~E. Prospective employees must follow the same travel guidelines as ASU employees, including the amount of travel allowances and submission of a travel expense log with the required documentation (See *Reimbursement of Travel Expenses, OP 70.01*). This requirement also includes the guidelines on international travel to ASU by a candidate from a country outside the U.S. and its possessions, Canada, or Mexico.~~
- ~~F. Reimbursement for travel expenses will be mailed to the prospective employee's address after visiting ASU.~~
- ~~G. Prospective employees who are not requesting reimbursement for expenses will not be required to complete a Prospective Employee Travel Authorization form. However, if a current employee is requesting reimbursement for meal expenses for a prospective employee, then the faculty/staff will submit a Direct Payment Request form indicating the purpose of the expense, the prospective employees name, job posting number and position name.~~
- ~~H. Travel expenses (airfare, lodging and meals) for spouses accompanying a prospective employee for positions of vice president or president will be reimbursed with private funds.~~
- ~~Link: [Authorization Request for Payment of Travel Expenses for Prospective Employee Training](#); [Prospective Employee Reimbursement Process](#)~~

Attachments

Formatted: Level 1, Right: 0.83"

Formatted: Normal, Level 1, Right: 0.83", Space After: 0 pt, Adjust space between Latin and Asian text, Adjust space between Asian text and numbers, Font Alignment: Baseline, Pattern: Clear (White), Tab stops: Not at 0.88" + 7.5"



Operating Policies & Procedures Manual

OP 70.03

University Operating Policy/Procedure (“OP”)

OP 70.03: University Paid Expenses

Approval Authority:	President
Policy Type:	University Operating Policy and Procedure
Policy Owner:	President Vice President for Administration and Finance
Responsible Office:	Vice President for Administration and Finance Business Office
Next Scheduled Review:	09/01/2028. This OP will be reviewed September every three years, or as needed, by the University’s Vice President for Administration and Finance with recommendations forwarded to the President as needed.

I. Purpose

The purpose of this OP is to set the policies and procedures governing the use of ~~the Business Travel Account (“BTA”)~~ direct billing for airfare, hotel, and the direct bill option of rental vehicles for official business travel for employees of Midwestern State University (“MSU” or “University”), a component institution of the Texas Tech University (“TTU”) System.

II. Definitions

Refer to MSU OP 70.01: Travel Authority and Definitions for MSU, Section II.

III. Policy/Procedure

A. General

1. ~~The BTA~~ Direct billing is designed to assist employees with airfare, hotel, and/or rental vehicle charged directly to the University. ~~Direct billing~~ The BTA may be used for the following purposes:
 - a. ~~1.~~ All employees and prospective employees can use ~~the BTA~~ direct billing for airfare through the current preferred vendor ~~Groopie~~ Horizon's Travel Agency. Airfare may not be purchased more than 60 days prior to the departure date. If airfare is purchased 30 or more days in advance of the travel date, the employee ~~or travel agency~~ may be reimbursed through the use

OP 70.03

- of a ~~purchase requisition or direct payment voucher with appropriate payment documentation attached or the travel agency may be reimbursed through the use of a purchase order using the purchase requisition process.~~ After the trip, the employee will note that airfare was paid in advance and not include the cost of the airfare when completing the Travel Voucher.
2. ~~Airfare reservations using state appropriated funds must be charged to the BTA, or with another state issued travel credit card. See MSU OP 70.01: Travel Authority and Definitions for MSU, for further information on use of state appropriated funds.~~
- ~~2.3.b.~~ ~~For local funds, e~~Employees who ~~have applied for a do not have a~~ state travel card ~~and were denied~~, can use ~~the BTA~~direct billing for hotels and ~~direct bill for~~ rental vehicles through ~~the current preferred vendor~~Enterprise.
- ~~3c. 4.~~ Students traveling with proper authorization may also use ~~the BTA~~direct billing for airfare ~~and~~, hotels, and ~~the direct bill for~~ rental vehicles (see ~~MSU OP 70.08: Student Travel~~ MSU OP 70.08: Student Travel ~~for policies and procedures on student travel~~).
- ~~for policies and procedures on student travel~~
2. ~~Travel booked using the BTA~~Direct billing must be for official University business only. The employee must contact the MSU Business Office for the payment process. If there are any personal related expenses or any other expenses that are noncompliant with the travel ~~regulations policies~~, then the traveler is responsible for repayment to the University for these charges.
3. Exceptions to this OP may be reviewed by the Business Office and then forwarded to the Vice President for Administration and Finance or assigned designee for approval.

B. ~~R~~Direct Bill Process~~requesting Use of the BTA~~

1. The employee is responsible for following the below ~~BTA~~processes:
- ~~1.a.~~ The employee or the accountable employee for the student travel must complete a ~~Pre-Approval ("PA")~~ Request for Travel Authorization (RTA) and obtain all required approvals prior to requesting ~~use of the BTA~~a direct bill from the MSU Business Office.
- ~~b. 2.~~ The employee must make the hotel and/or the rental vehicle reservation(s) ~~and~~, attach the hotel reservation confirmation ~~and/or~~ Enterprise Reservation Form (found on the Business Office website) to the ~~PA~~RTA.
- ~~c. 3.~~ The employee must make flight arrangements through ~~the current preferred vendor~~ Horizon's Travel Agency ~~Groopie~~ to use the ~~BTA~~direct bill process then notify the Business Office.

Formatted: Default Paragraph Font, Font: (Default) Arial, 11 pt

Formatted: Default Paragraph Font, Font: (Default) Arial, 11 pt

Formatted: Font: (Default) Times New Roman, 12 pt

Formatted: List Paragraph, Indent: Left: 1.79", Numbered + Level: 2 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 1.57" + Indent at: 1.84"

OP 70.03

~~4. The Business Office will contact the travel agency, hotel, and/or rental vehicle vendor(s) to confirm charge(s) and authorize payment(s).~~

d. ~~45.~~ The Business Office recommends that an employee carry a credit card or cash in case a hotel refuses to allow prepaid charging for the full amount due. The employee can contact the Business Office to request assistance if a hotel refuses to process a prepayment.

c. ~~56.~~ If travel was made through ~~the BTA direct billing~~, but the employee/student(s) can no longer travel, please notify the Business Office.

C. Reporting the Use of ~~the BTA and~~ Direct Billing

The ~~Business~~ travel office will ~~complete receive the expense report invoices~~ for all airfare charged to ~~the BTA direct billing~~ and ~~vehicle rental~~ ~~the Enterprise direct bill direct bill~~; hotels paid ~~using on BTA direct billing~~ should be included on the travelers voucher expense report, and notated that the expense was paid ~~through on the BTA direct billing~~.

Formatted: Not Highlight

IV. Related Statutes, Rules, Policies, Forms, and Websites

TTU System

~~TTU System Regents' Rule 12.04~~ TTU System Regents' Rule 12.04

Formatted: Font: (Default) Times New Roman, 12 pt

Formatted: Default Paragraph Font, Font: (Default) Arial, 9 pt

MSU

~~MSU OP 70.01: Travel Authority and Definitions for MSU~~ MSU OP 70.01: Travel Authority and Definitions for MSU

~~MSU OP 70.02: Authorization for Official Travel~~ MSU OP 70.02: Authorization for Official Travel

~~MSU OP 70.05: Reimbursement of Travel Expenses~~ MSU OP 70.05: Reimbursement of Travel Expenses

~~MSU OP 70.07: International Travel~~ MSU OP 70.07: International Travel

~~MSU OP 70.08: Student Travel~~ MSU OP 70.08: Student Travel

Expense Report Form

V. Responsible Office

Contact: ~~Vice President for Administration and Finance~~ Business Office

Phone: (940) 397-4104 ~~237~~

Email: ~~chris.stovall@msutexas.edu~~ bus.office@msutexas.edu

VI. Revision History

— 2025: Approved and adopted by MSU President Stacia Haynie as Operating Policy/Procedure ("OP") 70.03: University Paid Expenses.

Stacia Haynie, President
Midwestern State University

Date Signed: _____

Current MSU Fiscal Policies and Procedures

Introduction

~~Travel by university employees is governed by the State of Texas Travel Regulations Act, the General Appropriations Act, the Rules and Regulations of the Board of Regents, official interpretations of the Travel Act as made by the State Comptroller of Public Accounts, and by these policies.~~

~~Generally, Textravel is the authoritative website regarding state travel rules and regulations. Textravel is located at <https://fm.xcpa.state.tx.us/fmx/travel/texttravel/index.php>. In case of conflict between the Guide and this policy, this policy takes precedence.~~

~~This policy applies to employees and prospective employees traveling in a university capacity. Members of the Board of Regents and the President are exempt. Travel policies affecting students can be found on page 12 of these policies.~~

~~This policy applies to all local university funds. Travel using state appropriated funds is prohibited. The reimbursement limits established by this policy may be exceeded only if approval is obtained in advance of the travel. The applicable account manager may limit or prohibit reimbursement of any travel expenditure provided the traveler is notified in~~

advance.

...

Meals and Lodging

Foreign Travel

The president must approve all foreign travel in advance. Foreign travel is defined as all countries outside the 50 states, Mexico, Canada and U.S. possessions.

When properly approved, the university may reimburse an employee for actual meals and lodging expenses when traveling to foreign countries, not to exceed the maximum travel per diem allowances for foreign areas which can be found at www.gsa.gov/perdiem. All travel expenses must be converted to U.S. dollars and each exchange rate used for the conversion specified on the voucher. Appropriate lodging and meal receipts must be attached to the reimbursement vouchers. Expenses eligible for authorized travel reimbursement for travel in foreign countries are transportation, lodging, and meal expenses.

In lieu of reimbursement of meals based on actual receipts, the university may reimburse an employee up to 100% of the maximum travel per diem allowances for foreign areas which can be found at the above web site. The employee must still document lodging expenses based on actual receipts. When requesting reimbursement based on per diem rates, the employee may not also request reimbursement for actual meal expenses. If requesting reimbursement based on per diem rates in lieu of maintaining actual cash receipts, the entire trip will be based on per diem rates and the employee cannot alternate meals with actual receipts and per diem rates unless the actual meal cost is less than the per diem rate.

Employees who travel to Alaska, Hawaii, Canada, Mexico, Guam, Puerto Rico, or any U.S. possession, may also be reimbursed for actual expenses for meals and lodging in accordance with the above guidelines, if prior written approval is received from the president or president's designee. The Request for Travel Authorization must state, "*Authorization for actual expense is requested.*" Lodging and meal receipts are required and may not exceed the maximum travel per diem allowances for these areas as defined at www.gsa.gov/perdiem. In lieu of actual receipts, 60% of the maximum travel per diem allowance for meals may also be used for these areas in accordance with the above guidelines.

TTUS Regents' Rule 07 -- Fiscal Management

~~07.09 Travel authorization, reimbursement, and institutional regulations.~~

~~07.09.1 Travel approval. Each component of the TTU system shall promulgate operating policies, procedures, rules and regulations governing employee travel in conformity with federal and state laws.~~

~~07.09.2 Board members' travel and other expenses.~~

~~a. All travel by board members that is paid from TTU system funds shall be for official business only.~~

~~b. When traveling on official business, members of the board are authorized to be reimbursed from appropriated funds for the actual cost of:~~

~~(1) meals and lodging, subject to the rates and limitations established in statutory authority;~~

~~(2) local transportation;~~

~~(3) parking fees; and~~

~~(4) airfare at the next lowest rate below first class, unless such a rate is not available.~~

~~c. When the board member's spouse is required to accompany the board member~~

Formatted: Right: 0", Space Before: 0.1 pt, After: 0 pt

Formatted: Right: 0", Space Before: 0.1 pt

OP 70.03

for a valid public purpose, as determined by the board member, the spouse's expenses shall be reimbursed from non-appropriated funds.

- d. Vouchers for travel or other expenses of board members shall be prepared in the Office of the Board of Regents, forwarded to the Office of the Chief Financial Officer for review, and returned to the Office of the Board of Regents for further approval. Either the chair of the board or the chair of the Finance and Investments Committee must approve all vouchers for board members. A board member may not approve his or her own voucher.
- e. Vouchers for reimbursements to board members for other expenses shall be processed in accordance with Subsection d. of this section. These expenses must be for a valid public purpose, as certified by the board member. Any extraordinary expenses must be approved in advance by either the chair of the board or the chair of the Finance and Investments Committee.
- f. The vice chancellor and chief financial officer shall assure that expense vouchers for board members are audited annually.

...

07.09.4 Faculty, staff, and student travel. Each component institution shall develop and disseminate policies and procedures in operating manuals for travel of faculty, staff, and students that adhere to state and federal guidelines.

...

07.11 **Aircraft use and operation.** All TTU system staff, faculty, and students traveling on official business or activities shall use only those aircraft and aircraft operators that meet the requirements set forth below. The travel regulations contained in the state Appropriations Act and applicable state statutes shall be followed by the TTU system. Regardless of the source of funds, allowable reimbursements are established by the state Appropriations Act. In addition, TTU system employees are encouraged to be as conservative as possible in the use of air travel, using charter flights only when such flights are cost effective or absolutely necessary.

07.11.1 Air travel requirements. The TTU system shall only use aircraft and aircraft operators that are flightworthy and are certified and operate under Subchapters F & G, Parts 91, 119, 121, 125, or 135, as applicable, in Chapter 1, Federal Aviation Regulations, 14 Code of Federal Regulations (the "C.F.R."). In addition, all aircraft used pursuant to this provision must, at a minimum, be piloted by pilots that are fully qualified and insured in the aircraft being flown, possessing a commercial pilot certificate with instrument rating. All flights involving student travel must be piloted by two pilots.

07.11.2 Foreign air travel. Air travel to or in foreign countries by TTU system

OP 70.03

~~faculty, staff or students shall be arranged only through commercial air carriers regularly engaged in scheduled passenger air transportation.~~

~~07.11.3 Information requirement. With the exception of commercial, certified domestic and flag air carriers, aircraft operators shall provide the TTU system with the following information:~~

- ~~a. type of certificate;~~
- ~~b. certificate number;~~
- ~~c. date the certificate was issued;~~
- ~~d. expiration date for the certificate;~~
- ~~e. type and registration number of aircraft authorized;~~
- ~~f. name of the Federal Aviation Administration Flight Standards Office having jurisdiction over the certificate holder; and~~
- ~~g. schedule of insurance coverage in effect, showing insurance companies, policy numbers, type, amounts, period of coverage, and special conditions, exceptions and limitations.~~

~~07.11.4 Aircraft made available to the TTU system by other than commercial operations. Aircraft and crew made available to the TTU system by other than commercial operators must, as a minimum, qualify under all regulations regarding aircraft and crew outlined in 14 C.F.R., Chapter 1, Subchapter G, Part 91, and conform to the insurance provisions set forth in Section 07.11.5, Regents' Rules. In addition, all aircraft used pursuant to this provision to transport students must, at a minimum, contain a multi turbo prop engine or jet engine and be piloted by two pilots who are fully qualified and insured in the aircraft being flown and who possess a commercial pilot certificate with instrument rating.~~

~~07.11.5 Insurance. Aircraft owners/operators must furnish a certificate of insurance to the TTU system as proof of at least \$300,000 coverage per passenger, or the minimum amount required by law, whichever is greater.~~

~~07.11.6 Administrative requirements. The following are administrative requirements:~~

- ~~a. All flights involving leased or chartered aircraft, or aircraft made available to the TTU system pursuant to Section 07.11.4, Regents' Rules, must be approved in advance by the chancellor or the chancellor's designee.~~

OP 70.03

- ~~b. All flights involving student travel, other than travel on commercial air carriers, must be approved in advance by the chancellor or the chancellor's designee.~~
- ~~e. The TTU system department arranging travel under Subdivision a. or b. of this subsection shall ensure that contracts and other appropriate documents are reviewed by the Office of the General Counsel prior to approval by the chancellor or the chancellor's designee.~~

~~07.11.7 Waiver. This policy may be waived by the prior written approval of the institution's chief academic officer for employees and graduate research assistants involved in research projects requiring aerial surveys. Such research projects must be supported by funded grants that have been approved by the Office of Research Services.~~

~~07.11.8 Aircraft piloted by TTU system personnel on official business. A TTU system employee may pilot an aircraft owned or leased by the employee for travel on official business and may be reimbursed for such travel in accordance with state regulations (see Chapter 660, Subchapter D, Texas Government Code). Any aircraft piloted by TTU system personnel for travel on official business must be maintained in accordance with all applicable Federal Aviation Regulations and shall have all instrumentation required for flying in the meteorological conditions then existing and as forecast. The pilot must be current and qualified in accordance with all applicable Federal Aviation Regulations for the type aircraft flown and for the meteorological conditions then existing and as forecast. No flight shall be piloted by TTU system personnel with other faculty, staff, students, prospective students, or guests aboard. Any TTU system personnel desiring to travel under this provision must execute a written release of liability releasing the TTU system from any and all liability associated with such travel.~~

OP 70.03 University Paid Expenses

PURPOSE:

The purpose of this OP is to set forth the policies and procedures governing the use of Business Travel Accounts (BTAs) for airfare, hotel, and the direct bill option of rental vehicles for official business travel.

REVIEW:

This OP will be reviewed October every five years, or as needed, by the purchasing and travel supervisor and director of contracts and procurement with recommended revisions forwarded through the vice president for finance and administration to the president as needed.

POLICY/PROCEDURE

1. General

The Business Travel Account (BTA) is designed to assist employees with airfare, hotel, and/or rental vehicle charged directly to the university. The BTA may be used for the following purposes:

- A. All employees and prospective employees can use the BTA for airfare through Horizon's Travel Agency. Airfare may not be purchased more than 60 days prior to the departure date.
- B. Airfare reservations using state appropriated funds must be charged to the BTA, or with another state issued travel credit card. See *Travel Guidelines & Definitions, OP 70.01* for further information on use of state appropriated funds.
- C. For local funds, employees who have applied for a state travel card and were denied, can use the BTA for hotels and direct bill for rental vehicles through Enterprise.
- D. Students traveling with proper authorization may also use the BTA for airfare and hotels and the direct bill for rental vehicles (see *Student Travel, OP 70.09* for policies and procedures on Student Travel).

Travel booked using the BTA must be for official university business only. The employee must contact the Travel Office for the payment process. If there are any personal related expenses or any other expenses that are noncompliant with the travel regulations, then the traveler is responsible for repayment to the university for these charges.

Exceptions to this OP may be reviewed by the Travel Office and then forwarded to the vice president for finance and administration or assigned designee for approval.

2. Requesting Use of the BTA

The employee is responsible for following the below BTA process:

- A. The employee or the accountable employee for the student travel must complete a *Pre-Approval (PA)* and obtain all required approvals prior to requesting use of the BTA from the Travel Office.
- B. The employee must make the hotel and/or the rental vehicle reservation(s), attach the hotel reservation confirmation and/or Enterprise Reservation Form (found on the Travel Office website) to the PA.
- C. The employee must make flight arrangements through Horizon's Travel Agency to use the BTA then notify the Travel Office.
- D. The Travel Office will contact the travel agency, hotel, and/or rental vehicle vendor(s) to confirm charge(s) and authorize payment(s).

Formatted: Right: 0", Space Before: 0.1 pt, After: 0 pt

Formatted: Right: 0", Space Before: 0.1 pt

Formatted: Right: 0", Space Before: 0.1 pt, After: 0 pt

Formatted: Right: 0", Space Before: 0.1 pt

Formatted: Right: 0", Space Before: 0.1 pt, After: 0 pt

Formatted: Right: 0", Space Before: 0.1 pt

Formatted: Right: 0", Space Before: 0.1 pt, After: 0 pt

Formatted: Right: 0", Space Before: 0.1 pt

Formatted: Right: 0", Space Before: 0.1 pt, After: 0 pt

Formatted: Right: 0", Space Before: 0.1 pt

Formatted: Right: 0", Space Before: 0.1 pt, After: 0 pt

Formatted: Right: 0", Space Before: 0.1 pt

Formatted: Right: 0", Space Before: 0.1 pt, After: 0 pt

Formatted: Right: 0", Space Before: 0.1 pt, After: 0 pt, Tab stops: Not at 0.5"

OP 70.03

~~E. The Travel Office recommends that an employee carry a credit card or cash in case a hotel refuses to allow prepaid charging for the full amount due. The employee can contact the Travel Office to request assistance if a hotel refuses to process a prepayment.~~

~~F. If travel was made through the BTA, but the employee/student(s) can no longer travel, please notify the Travel Office.~~

~~**3. Reporting Use of the BTA and Direct Bill**~~

~~A. The travel office will complete the expense report for all airfare charged to the BTA and the Enterprise direct bill; Hotel paid on BTA should be included on the travelers expense report, and notated that the expense was paid on the BTA.~~

Attachments

Formatted: Right: 0", Space Before: 0.1 pt

Formatted: Right: 0", Space Before: 0.1 pt, After: 0 pt, Tab stops: Not at 0.5"

Formatted: Right: 0", Space Before: 0.1 pt

Formatted: Right: 0", Space Before: 0.1 pt, After: 0 pt



MIDWESTERN STATE UNIVERSITY

Operating Policies & Procedures Manual

OP 70.05

University Operating Policy/Procedure (“OP”) OP 70.05: Reimbursement of Travel Expenses

Approval Authority: President
Policy Type: University Operating Policy and Procedure
Policy Owner: ~~President~~ Vice President for Administration and Finance
Responsible Office: ~~Vice President for Administration and Finance~~ Business Office
Next Scheduled Review: 09/01/2028. This OP will be reviewed September every three years, or as needed, by the University’s Vice President for Administration and Finance with recommendations forwarded to the President as needed.

I. Purpose

The purpose of this OP is to set forth the guidelines for requesting reimbursement of travel expenses for employees of Midwestern State University (“MSU” or “University”), a component institution of the Texas Tech University (“TTU”) System.

II. Definitions

Refer to ~~MSU-OP 70.01: Travel Authority and Definitions for MSU~~ MSU OP 70.01: Travel Authority and Definitions for MSU, Section II.

Formatted: Default Paragraph Font, Font: (Default) Arial, 11 pt

Formatted: Font: 12 pt

III. Policy/Procedure

A. Authority and Applicability

This OP outlines the travel reimbursement rules and regulations for MSU employees. All official travel must support and provide benefit to the mission of the University. It is the policy of MSU to follow travel guidelines as set forth in:

- [2 CFR Part 220](#)
- [Internal Revenue Code §§1.62-2](#)
- [General Appropriations Act \(GAA\) Article IX Part 5](#)
- The Comptroller of Public Accounts (CPA) [Textravel](#) website

B. General

1. General Policies

- a. Travel for employees must be authorized in advance using the ~~Pre-Approval (PA)~~ Request for Travel Authorization form (RTA) to encumber funds (see ~~MSU OP 70.02: Authorization for Official Travel~~ MSU OP 70.02: Authorization for Official Travel). Travel expenses must be allowable according to applicable institutional, local, state and/or federal rules and regulations.
- b. All travel must follow the requirements set forth in this OP and Travel, regardless of the funding source, with the exception of limits specific to each fund group.
- c. Regardless of reimbursement received from other sources, an employee who travels in performance of official duties is entitled to claim that portion of expenses allowed under this OP from state or local funds. The total reimbursement from all sources must not exceed actual expenses.
- ~~d. Expense reports submitted later than 60 days after the ending date of travel will not be processed and funds will be unencumbered, unless approved by the Vice President for Administration and Finance or approved designee. The MSU Business Office will review these expense reports with the Vice President for Administration and Finance and attach approval or rejection documentation in Banner.~~
- ~~e. All expense reports~~ travel vouchers submitted later than ~~90~~ 60 days after the ending date of travel will be taxable in compliance with the IRS ~~Safe Harbor~~ accountable plan ~~Rules per IRC Sec. 62 (c.)~~. The Business Office will report the reimbursement to the Payroll Office.
- ~~f. If the total expenses claimed on the expense report are 10% higher than the total amount estimated on the Pre-Approval ("PA"), the traveler must provide an explanation within Banner.~~

2. Reimbursement for Meal and Lodging Expenses /

Applicable to both Meal and Lodging Expenses

- a. An employee may receive reimbursement ~~only~~ for his/her actual meal and lodging expenses not to exceed the maximum reimbursement rate for that location or per diem for eligible meals, but not both. ~~The state travel expense reimbursement rate is not a per diem. The maximum should not be claimed, unless the actual expenditures equal or exceed the maximum allowable rate.~~
- b. Agencies must use the federal rates provided by the General Services Administration ("GSA") for both in-state and out-of-state travel within the contiguous United States.

Formatted: Font: 8 pt

Formatted: Indent: Left: 1.81"

Formatted: Default Paragraph Font, Font: (Default) Arial, 11 pt

Formatted: Indent: Left: 2.06"

Formatted: Indent: Left: 2.06"

Formatted: Font: Not Bold

Formatted: Font: Not Bold

OP 70.05

- (1) If the city is not listed, but the county is listed, use the rate of the county.
 - (2) For areas not listed (city or county), the ~~rates are limited to the~~ GSA ~~standard rate must be used, current maximum rates.~~
 - (3) The reimbursement limit applies without a carry-over from one day to another.
 - (4) Meal and lodging expenses are not reimbursable for any days the employee is absent from duty for personal reasons not connected with official travel duties.
 - (5) If an employee travels to more than one duty point on the same day, the maximum meal and lodging reimbursement for the ~~day-day should be~~ the rate of the locality for the overnight stay is equal to the highest of the maximum rates for the duty points visited. Example: If you travelled to College Station, (meal GSA rate is \$59) and also to Dallas (meal GSA rate is \$64), you would be able to claim \$64.
 - e. ~~(6) An agenda must accompany the travel voucher and include any meals provided. Reimbursement of provided meals will not be allowed.~~
- c. Meal and lodging reimbursements for travel to Alaska and Hawaii are limited to the rates set forth by the U.S. Department of Defense.
- d. Meals and lodging reimbursement for travel outside the contiguous U.S. (other than Alaska and Hawaii) are limited to the rates set forth by the US Department of State.
- e. Reimbursement for all travel services may not exceed the actual amount incurred by the traveler or the maximum GSA per diem rate. ~~All hotel overages must be approved by the appropriate vice president or president. not to exceed applicable required GSA or state rates and allowable hotel overages.~~

C. Reimbursement for Meal Expenses

1. ~~Per IRS guidelines, The University will~~ travel reimbursements -not reimburse to employees for meal expenses incurred while conducting state business that does not require an overnight stay will be processed through the Payroll Office.
2. Meal expenses incurred within the employee's designated headquarters are not reimbursable, unless the expenses were mandatory and connected with training, a seminar, or a conference. These expenses are reimbursed using a Direct Payment Voucher (DPV) form and require an entertainment expense form to be attached.
3. The meal allowance represents the maximum charge allowed for a day of travel that includes an overnight stay. Receipts are not required for meals, ~~except unless an employee is claiming actual meal expenses. for international travel (See MSU-OP 70.07: International Travel).~~ The traveler should not automatically claim the GSA rate. The **financial manager** supervisor is responsible for approving the

OP 70.05

reasonableness of the total meal reimbursement. If departure time from the designated headquarters (on the first day of travel) is before 8:00 a.m. and return time (on the last day of travel) is after ~~57:00~~ 5:00 p.m., the employee shall receive reimbursement for a full day GSA rate; ~~not to exceed actual expenses~~. If the employee departs headquarters after 8:00am and/or returns to headquarters before ~~by 75:00pm~~ 5:00pm, they will only be entitled to the "First & Last Day of Travel" meal rate listed on the GSA website; lunch.

4. An employee may not receive reimbursement for the purchase of an alcoholic beverage or tips and gratuities. ~~Exceptions may be allowed depending on the source of funding. If the financial manager of an applicable funding source approves to reimburse for alcoholic beverages, tips, or gratuities, they will need to enter a comment regarding so on the expense in Chrome River Banner.~~

D. Reimbursement for Lodging Expenses

1. An employee may not receive reimbursement for a lodging expense incurred at a place that is not a commercial lodging establishment.
2. An employee is entitled to reimbursement for lodging expenses at the duty point no more than one night before official state business begins and one night after official state business ends. Exceptions are allowed when extra days are required to qualify for discount airfares or when travel to the duty point reasonably requires more than one day. Documentation of an approved exception must be attached to the PARTA and expense report travel voucher.
3. In order to receive reimbursement for lodging, not to exceed the limits noted above, the employee must attach the lodging receipt to the expense report travel voucher. The lodging receipt must include the name and address of the commercial establishment, the employee's name, the single room rate, a daily itemization of the lodging charges, and must indicate a zero balance.
4. When two state employees share lodging, ~~and are using state appropriated funds-~~ each employee must obtain an itemized receipt for their share of the lodging. The state agency shall reimburse each employee for the employee's share of the lodging expense, not to exceed the applicable maximum lodging reimbursement rate.

~~When two state employees share lodging, and are using non-appropriated funds, the state agency can reimburse one individual for the lodging expense, not to exceed the applicable maximum lodging reimbursement rate. The other employee shall not claim any lodging expenses and note on their expense report the employee's name who claimed the lodging expense.~~

~~In either case w~~When only one of the individuals is a state employee, the agency must reimburse the employee the room rate for a single occupancy or the applicable maximum lodging reimbursement rate, whichever amount is less.

5. For travel within the State of Texas, MSU employees are exempt from paying the state hotel occupancy tax, but are not exempt from paying any county or

OP 70.05

municipal hotel taxes. According to [Textravel](#), a state agency *may not* reimburse an employee for state hotel tax if the employee fails to present a properly completed exemption certificate to the establishment. ~~However, if the employee presents the certificate to the establishment and the establishment refuses to honor the certificate, the employee must state this on the expense report. The University may then reimburse the employee. The Business Office must provide the Comptroller's Office the name of the establishment that refused to honor the exemption certificate.~~

6. The state maintains lodging contracts for many in- and out-of-state locations. Employees should review the [Comptroller's Hotel Engine](#) contract for current fiscal year contracted hotels/motels.
7. An apartment or house rental expense may be reimbursable if the purpose of the rental is to lower costs and the employee will be using the apartment or house while conducting official business throughout the term of the lease. Application fees and other mandatory costs associated with applying for rental of the apartment or house are reimbursable. A copy of the lease must be attached to the ~~PA-RTA~~ and ~~expense report travel voucher~~. Preapproval must be obtained from the Business and [Purchasing and Contract Management Office](#) prior to the lease commitment.
8. Any employee requesting reimbursement for excess lodging over the State of Texas established rates for all locations must provide justification on the ~~PARTA~~. Hotel overages can only be paid using local funds. The Business Office will deny requests for excess lodging not approved and documented prior to traveling, unless approved by the vice president for finance and administration, subject to applicable fund restrictions.

E. Reimbursement for Mileage, Parking, and Tolls

1. Reimbursement of Mileage
 - a. With the exception of tolls and parking expenses, a mileage reimbursement is inclusive of all expenses associated with the employee's operation of a personally owned or leased vehicle. The term "all expenses" includes damage to the employee's vehicle from any cause. MSU is not liable for the employee's insurance deductible or any other cost associated with an accident or vehicle damage.
 - b. When four or fewer employees travel on the same itinerary, they must coordinate travel and only one may be reimbursed for mileage (four-per-car rule). When more than four employees travel on the same itinerary, they must coordinate travel and only one out of every four may be reimbursed for mileage. ([Texas Government Code Section 660.044](#)). Supervisors ~~and financial managers~~ must ensure that coordination of using a rental or personal vehicle occurs when two or more state employees travel on the same itinerary. Only one employee riding in the personal or rental vehicle will be reimbursed for mileage or gas and rental charges. When two or more

OP 70.05

employees are planning to attend an event, they must enter a justification ~~in~~ Chrome River Banner on the RTA and list the names of the other travelers.

- c. The amount of mileage reimbursement may not exceed the applicable mileage rate multiplied by the number of miles traveled. The approved mileage rate is referenced on the ~~Business Office e~~ Business Office website. The number of miles traveled shall be calculated ~~in Chrome River Banner~~ using the on-line mapping tool, Google Maps. The employee may also use odometer readings to calculate mileage. If the employee's odometer is used to determine the mileage, the employee must properly itemize the mileage on a point-to-point basis, sufficiently detailed enough for MSU to verify the calculation in order to process reimbursement. Documentation of the odometer mileage calculation must be attached to the ~~expense report~~ travel voucher.
- d. An employee may receive reimbursement of mileage for travel between the employee's home and the nearest airport. If travel occurs during working hours, the amount of the reimbursement may not exceed the amount that would have been reimbursed had the employee traveled from the employee's designated headquarters to the airport. The latest time that an individual may check-in for the flight, as specified by the airline, determines whether the travel to the airport occurs during working or non-working hours.
- e. An employee may receive reimbursement for the mileage incurred by another person transporting the employee to the airport. The reimbursement may not exceed the reimbursement that would have been paid if the employee had parked at the airport.
- f. The amount of mileage reimbursement for out-of-state travel to duty points served by commercial airlines is limited to the average coach airline fare, plus the per diem necessary to complete such a flight. The amount due may also include the expenses of transportation to airports from points where commercial air transportation is not available. If the actual mileage reimbursement would be less than the cost of the average coach airline fare, the maximum that can be claimed is actual mileage.
- g. Alternate routes may be taken if employees are concerned about safety when determining mileage reimbursement. An explanation for the alternate route must be attached to the expense report.
- h. Employees whose job responsibilities customarily require travel within their designated headquarters may receive mileage reimbursement only if the appropriate ~~financial managers~~ supervisor approves. Justification on how the travel benefits the state and documentation of an itemized point-to-point odometer-reading log must be attached to the ~~expense report~~ travel voucher. For more information, refer to the Business Office website.

Field Code Changed

2. Reimbursement of Parking and Toll Expenses

OP 70.05

- a. Parking and toll expenses incurred while an employee is on official state business are reimbursable, whether the employee is using a personally owned or leased vehicle or a rented vehicle.
- b. Parking or toll expenses are not reimbursable if none of the other transportation expenses incurred are not reimbursable.
- c. A parking expense incurred by an individual while dropping off or picking up a state employee at the airport is reimbursable.

~~d. Receipts are not required for parking and toll expenses; however, the expenses must be itemized on the expense report.~~

Formatted: Font: 12 pt

F. Reimbursement for Travel by Rented or Public Conveyance

1. Commercial Airlines

- a. The reimbursement for commercial air transportation may not exceed the cost of the lowest available airfare. First class or business class airfare will be reimbursed only at the lowest available airfare rate, unless it was the only airfare available or a medical necessity. For international travel, travelers may also consider flying with only "alliance" airlines if the airfare cost is comparable to the lowest available airfare.
- b. When an employee combines business and personal air travel, the reimbursement may not exceed the amount of airfare that would have been charged had the employee not included personal travel. So long as the reimbursement does not exceed that limit, the employee may receive reimbursement for all airfare charges relating to the business trip.
- c. The receipt or itinerary must include the following:
 - Name of the employee and airline;
 - Ticket number;
 - Class of transportation;
 - Travel dates;
 - Amount of the airfare and taxes;
 - Origin and destination of each flight.
- d. Federal taxes on airfare are reimbursable and must be itemized on the receipt or itinerary.
- e. An employee may receive reimbursement for the cost of a buy one, get one free promotion. However, the amount of reimbursement is limited to the charges shown on the ticket with the employee's name.
- f. When an employee stays extra days at a duty point to qualify for a discount airfare, the employee may be reimbursed for the travel expenses incurred, if the additional expenses plus the discount airfare are less than or equal to the average coach airfare. It must be in the best interest of the university to allow

the employee to be absent for the extra days. The extra days may occur before or after the official state business.

2. Rental of Motor Vehicles

- a. Prior to renting a vehicle, employees should refer to *Authorization for Official Travel, OP 70.02(2)*.
- b. For rentals in Texas, the employee must present Form 14-305, motor vehicle verification exemption certificate, at the time of picking up the vehicle. If Form 14-305 is not presented and state taxes are charged, this amount will not be reimbursed. Please note that some locations of the contracted rental companies may not honor the State of Texas contract. If this occurs, please note it on the expense report in order to receive reimbursement.
- c. An employee may receive reimbursement for the actual cost of renting a motor vehicle. The amount of reimbursement is limited to the state contracted rates, unless a valid exemption is claimed:
 - (1) For employee travel, the personal accident insurance should not be purchased as it is not reimbursable; however, it is a requirement for students traveling in rental vehicles who are not university employees.
 - (2) If an employee does not use a contracted agency and declines the loss damage waiver, the university will not be responsible for damages in the case of an accident. The employee or his/her personal automobile insurance carrier will be responsible for any damages incurred.
 - (3) When an employee uses a rental vehicle for both personal business and state business, only the portion attributable to state business may be reimbursed. Rental expenses may not be reimbursed, if the rental was necessary only because the employee combined personal and state business.
- d. An itemized receipt must be attached to the ~~expense report~~ travel voucher. The receipt must show the starting and ending dates of the rental, specify the name of the motor vehicle rental company, and the renter.
- e. When four or fewer employees travel on the same itinerary, they must coordinate travel and only one may be reimbursed for a rental vehicle (four-per-car rule). When more than four employees travel on the same itinerary, they must coordinate travel and only one out of every four may be reimbursed for a rental vehicle. ([Texas Government Code Section 660.044](#)). Supervisors ~~and financial managers~~ must ensure that coordination of using a rental or personal vehicle occurs when two or more state employees travel on the same itinerary. Only one employee riding in the personal or rental vehicle will be reimbursed for mileage or gas and rental charges. When two or more employees are planning to attend an event, they must enter a justification ~~in~~ Chrome River Banner on the RTA and list the names of the other travelers.

OP 70.05

- f. Gasoline purchased for a rental vehicle is reimbursable. Itemized receipts for fuel purchases must be attached to the ~~expense report~~ travel voucher.
 - g. Charges for liability insurance supplements, safe trip insurance, and personal effects insurance are not reimbursable. The charge for an additional driver is reimbursable only if it is for another state employee. A collision damage waiver or a loss damage waiver is reimbursable, unless the waiver is included in the contracted rental rates.
3. Travel by Mass Transit, Taxi or Limousine
- a. An employee may receive reimbursement for the actual cost of transportation by bus, subway, other mode of mass transit, or taxi. An employee may not receive reimbursement for the cost of transportation by a person who is not a commercial transportation company.
 - b. If two or more employees share a taxi, only the employee who paid for the taxi may receive reimbursement for that expense. The other employees may receive reimbursement only for the charges imposed on an individual-by-individual basis.
 - c. An employee may receive reimbursement for the actual cost of transportation by limousine only if it was the least costly transportation available, considering all relevant circumstances. Attach a written justification for using the limousine to the expense report.
 - ~~d. Receipts are not required for travel by bus, subway, other modes of mass transit, or taxi. However, individual trips must be itemized on the expense report, showing the date, fare, and destination for each trip.~~
 - ed. If public transportation is used for travel between cities, receipts are required. If receipts are not available, the destination must be stated on the expense report. The origination and destination locations of the bus, subway, mass transit, taxi, or limousine must be documented on the receipt or in the expense report.

G. Reimbursement for Internet Reservations

- 1. Internet service fees associated with reserving airfare, hotel, or rental vehicles are reimbursable only if there is an overall cost savings to the University. However, state taxes are not reimbursable and the Business Office will deduct the tax rate from the traveler's reimbursement. Travelers must provide an itemized receipt of charges incurred.
- ~~2. Purchasing internet tickets months in advance of a trip could result in personal liability for the credit card bill. Reimbursement for these expenditures will occur after completion of the trip and the submission of the expense report.~~
- 3. For hotel reservations booked and paid for in advance using an online booking agent, the travelers must provide an itemized receipt from the internet vendor in order to ~~be~~ receive reimbursement on the ~~expense report~~ travel voucher.

H. Registration Fees

1. Employees may receive reimbursement for registration fees for official business conferences and seminars if the employee charged the registration fee to his/her state travel card or paid the fee from personal funds. There should be a direct relationship between the duties performed by the employee and the type of conference he/she attended.
2. A receipt indicating the amount for registration fees must accompany the ~~expense report~~ travel voucher or direct payment voucher. Meals included in the registration fees must be deducted from the traveler's allowable daily per diem, not to exceed actual expenses. Entertainment or other personal expense items included in the registration fee are not reimbursable. All registration fees not previously paid or claimed should be included on the ~~expense report~~ travel voucher.
3. Supervisors ~~and/or financial managers~~ shall make every effort to ensure traveler attendance at any seminar or conference that is paid for in advance. Cancellation charges for "no shows" because of personal reasons other than illness or emergencies are not reimbursable. One state employee may replace another employee at a conference if the attending employee attaches a statement showing the circumstances with the receipt.
4. Payments for registration fees may not occur more than six (6) weeks in advance of the seminar or conference unless the cost savings is considerable to the University or if there is a limited capacity for attendance.

I. Uncommon Travel Requirements and Exceptions

1. A cancellation or change fee is reimbursable only if the charge is incurred for a business-related reason or because of illness, adverse weather conditions, or a natural disaster. The ~~expense report~~ travel voucher must state the business-related reason for the cancellation. Proof that the cancellation charge was paid, such as an unused airline ticket, must be attached to the ~~expense report~~ travel voucher.
2. Charges related to transportation expenses that were paid in advance to obtain lower rates and later canceled due to an employee illness or personal emergency are reimbursable.
3. A cancellation or change fee assessed due to an employee failing to cancel in time to avoid the charge is not reimbursable. The traveler is responsible for personally paying for the fee.
4. When a package of at least two types of travel expenses (e.g., meals, lodging, transportation, incidental expenses, or registration fees) is purchased, each type is reimbursable only to the extent it would have been reimbursable had it not been included in the package. ~~If traveling on state funds, the~~ The travel voucher must separately state the cost of each type of travel arrangement.

OP 70.05

5. If an employee on personal leave at a location outside the designated headquarters is required to travel to a duty point, the travel expenses incurred are reimbursable. The reimbursable expenses are limited to the amount of travel expenses that would have been incurred had the employee traveled from his/her headquarters directly to the duty point. When an employee is required to return to headquarters while on personal leave, the employee may be reimbursed for the travel expenses they incurred while traveling to headquarters and then returning to the place they were staying while on personal leave. The expenses are reimbursable only if the travel to the duty point is from a location other than the employee's residence.

For a detailed listing of all allowable travel expense exceptions, please refer to the [Textravel](#) website.

IV. Related Statutes, Rules, Policies, Forms, and Websites

TTU System

~~TTU System Regents' Rule 07.09~~ TTU System Regents' Rule 07.09 (Travel authorization, reimbursement, and institutional regulations)

MSU

~~MSU OP 70.01: Travel Authority and Definitions~~ MSU OP 70.01: Travel Authority and Definitions

~~MSU OP 70.02: Authorization for Official Travel~~ MSU OP 70.02: Authorization for Official Travel

~~MSU OP 70.03: University Paid Expenses~~ MSU OP 70.03: University Paid Expenses

~~MSU OP 70.07: International Travel~~ MSU OP 70.07: International Travel

~~MSU OP 70.08: Student Travel~~ MSU OP 70.08: Student Travel

~~Expense Report Form~~ Travel Voucher Form

V. Responsible Office

Contact: ~~Vice President for Administration and Finance~~ Business Office
Phone: (940) 397-4~~237~~104
Email: ~~ehris.stovall@msutexas.edu~~ bus.office@msutexas.edu

VI. Revision History

— 2025: Approved and adopted by MSU President Stacia Haynie as Operating Policy/Procedure ("OP") 70.05: Reimbursement of Travel Expenses.

Stacia Haynie, President
Midwestern State University

Date Signed: _____

Current MSU Fiscal Policies and Procedures

Introduction

Travel by university employees is governed by the State of Texas Travel Regulations Act, the General Appropriations Act, the Rules and Regulations of the Board of Regents, official interpretations of the Travel Act as made by the State Comptroller of Public Accounts, and by these policies.

Generally, Textravel is the authoritative website regarding state travel rules and regulations. Textravel is located at <https://fm.xcpa.state.tx.us/fmx/travel/texttravel/index.php>. In case of conflict between the Guide and this policy, this policy takes precedence.

This policy applies to employees and prospective employees traveling in a university capacity. Members of the Board of Regents and the President are exempt. Travel policies affecting students can be found on page 12 of these policies.

This policy applies to all local university funds. Travel using state appropriated funds is prohibited. The reimbursement limits established by this policy may be exceeded only if approval is obtained in advance of the travel. The applicable account manager may limit or prohibit reimbursement of any travel expenditure provided the traveler is notified in advance.

...

Meals and Lodging

Foreign Travel

The president must approve all foreign travel in advance. Foreign travel is defined as all countries outside the 50 states, Mexico, Canada and U.S. possessions.

When properly approved, the university may reimburse an employee for actual meals and lodging expenses when traveling to foreign countries, not to exceed the maximum travel per diem allowances for foreign areas which can be found at www.gsa.gov/perdiem. All travel expenses must be converted to U.S. dollars and each exchange rate used for the conversion specified on the voucher. Appropriate lodging and meal receipts must be attached to the reimbursement vouchers. Expenses eligible for authorized travel reimbursement for travel in foreign countries are transportation, lodging, and meal expenses.

In lieu of reimbursement of meals based on actual receipts, the university may reimburse an employee up to 100% of the maximum travel per diem allowances for foreign areas which can be found at the above web site. The employee must still document lodging expenses based on actual receipts. When requesting reimbursement based on per diem rates, the employee may not also request reimbursement for actual meal expenses. If requesting reimbursement based on per diem rates in lieu of maintaining actual cash receipts, the entire trip will be based on per diem rates and the employee cannot alternate meals with actual receipts and per diem rates unless the actual meal cost is less than the per diem rate.

Employees who travel to Alaska, Hawaii, Canada, Mexico, Guam, Puerto Rico, or any U.S. possession, may also be reimbursed for actual expenses for meals and lodging in accordance with the above guidelines, if prior written approval is received from the president or president's designee. The Request for Travel Authorization must state, "*Authorization for actual expense is requested.*" Lodging and meal receipts are required and may not exceed the maximum travel per diem allowances for these areas as defined at www.gsa.gov/perdiem. In lieu of actual receipts, 60% of the maximum travel per diem allowance for meals may also be used for these areas in accordance with the above guidelines.

TTUS Regents' Rule 07—Fiscal Management

07.09 ~~Travel authorization, reimbursement, and institutional regulations.~~

07.09.1 ~~Travel approval.~~ Each component of the TTU system shall promulgate operating policies, procedures, rules and regulations governing employee travel in conformity with federal and state laws.

07.09.2 ~~Board members' travel and other expenses.~~

Reimbursement of Travel Expenses

Formatted: Right: 0", Space Before: 0.1 pt, After: 0 pt

Formatted: Right: 0", Space Before: 0.1 pt

OP 70.05

- a. ~~All travel by board members that is paid from TTU system funds shall be for official business only.~~
- b. ~~When traveling on official business, members of the board are authorized to be reimbursed from appropriated funds for the actual cost of:~~
 - (1) ~~meals and lodging, subject to the rates and limitations established in statutory authority;~~
 - (2) ~~local transportation;~~
 - (3) ~~parking fees; and~~
 - (4) ~~airfare at the next lowest rate below first class, unless such a rate is not available.~~
- c. ~~When the board member's spouse is required to accompany the board member for a valid public purpose, as determined by the board member, the spouse's expenses shall be reimbursed from non-appropriated funds.~~
- d. ~~Vouchers for travel or other expenses of board members shall be prepared in the Office of the Board of Regents, forwarded to the Office of the Chief Financial Officer for review, and returned to the Office of the Board of Regents for further approval. Either the chair of the board or the chair of the Finance and Investments Committee must approve all vouchers for board members. A board member may not approve his or her own voucher.~~
- e. ~~Vouchers for reimbursements to board members for other expenses shall be processed in accordance with Subsection d. of this section. These expenses must be for a valid public purpose, as certified by the board member. Any extraordinary expenses must be approved in advance by either the chair of the board or the chair of the Finance and Investments Committee.~~
- f. ~~The vice chancellor and chief financial officer shall assure that expense vouchers for board members are audited annually.~~

...

07.09.4 ~~Faculty, staff, and student travel. Each component institution shall develop and disseminate policies and procedures in operating manuals for travel of faculty, staff, and students that adhere to state and federal guidelines.~~

...

07.11 ~~**Aircraft use and operation.** All TTU system staff, faculty, and students traveling on official business or activities shall use only those aircraft and aircraft operators that meet the requirements set forth below. The travel regulations contained in the state Appropriations Act and applicable state statutes shall be~~

OP 70.05

~~followed by the TTU system. Regardless of the source of funds, allowable reimbursements are established by the state Appropriations Act. In addition, TTU system employees are encouraged to be as conservative as possible in the use of air travel, using charter flights only when such flights are cost effective or absolutely necessary.~~

~~07.11.1 Air travel requirements. The TTU system shall only use aircraft and aircraft operators that are flightworthy and are certified and operate under Subchapters F & G, Parts 91, 119, 121, 125, or 135, as applicable, in Chapter 1, Federal Aviation Regulations, 14 Code of Federal Regulations (the "C.F.R."). In addition, all aircraft used pursuant to this provision must, at a minimum, be piloted by pilots that are fully qualified and insured in the aircraft being flown, possessing a commercial pilot certificate with instrument rating. All flights involving student travel must be piloted by two pilots.~~

~~07.11.2 Foreign air travel. Air travel to or in foreign countries by TTU system faculty, staff or students shall be arranged only through commercial air carriers regularly engaged in scheduled passenger air transportation.~~

~~07.11.3 Information requirement. With the exception of commercial, certified domestic and flag air carriers, aircraft operators shall provide the TTU system with the following information:~~

- ~~a. type of certificate;~~
- ~~b. certificate number;~~
- ~~c. date the certificate was issued;~~
- ~~d. expiration date for the certificate;~~
- ~~e. type and registration number of aircraft authorized;~~
- ~~f. name of the Federal Aviation Administration Flight Standards Office having jurisdiction over the certificate holder; and~~
- ~~g. schedule of insurance coverage in effect, showing insurance companies, policy numbers, type, amounts, period of coverage, and special conditions, exceptions and limitations.~~

~~07.11.4 Aircraft made available to the TTU system by other than commercial operations. Aircraft and crew made available to the TTU system by other than commercial operators must, as a minimum, qualify under all regulations regarding aircraft and crew outlined in 14 C.F.R., Chapter 1, Subchapter G, Part 91, and conform to the insurance provisions set forth in Section 07.11.5, Regents' Rules. In addition, all aircraft used pursuant to this provision to transport students must, at a minimum,~~

OP 70.05

~~contain a multi-turbo prop engine or jet engine and be piloted by two pilots who are fully qualified and insured in the aircraft being flown and who possess a commercial pilot certificate with instrument rating.~~

~~07.11.5 Insurance. Aircraft owners/operators must furnish a certificate of insurance to the TTU system as proof of at least \$300,000 coverage per passenger, or the minimum amount required by law, whichever is greater.~~

~~07.11.6 Administrative requirements. The following are administrative requirements:~~

- ~~a. All flights involving leased or chartered aircraft, or aircraft made available to the TTU system pursuant to Section 07.11.4, Regents' Rules, must be approved in advance by the chancellor or the chancellor's designee.~~
- ~~b. All flights involving student travel, other than travel on commercial air carriers, must be approved in advance by the chancellor or the chancellor's designee.~~
- ~~c. The TTU system department arranging travel under Subdivision a. or b. of this subsection shall ensure that contracts and other appropriate documents are reviewed by the Office of the General Counsel prior to approval by the chancellor or the chancellor's designee.~~

~~07.11.7 Waiver. This policy may be waived by the prior written approval of the institution's chief academic officer for employees and graduate research assistants involved in research projects requiring aerial surveys. Such research projects must be supported by funded grants that have been approved by the Office of Research Services.~~

~~07.11.8 Aircraft piloted by TTU system personnel on official business. A TTU system employee may pilot an aircraft owned or leased by the employee for travel on official business and may be reimbursed for such travel in accordance with state regulations (see Chapter 660, Subchapter D, Texas Government Code). Any aircraft piloted by TTU system personnel for travel on official business must be maintained in accordance with all applicable Federal Aviation Regulations and shall have all instrumentation required for flying in the meteorological conditions then existing and as forecast. The pilot must be current and qualified in accordance with all applicable Federal Aviation Regulations for the type aircraft flown and for the meteorological conditions then existing and as forecast. No flight shall be piloted by TTU system personnel with other faculty, staff, students, prospective students, or guests aboard. Any TTU system personnel desiring to travel under this provision must execute a written release of liability.~~

releasing the TTU system from any and all liability associated with such travel.

Angelo State University

OP 70.04 Reimbursement of Travel Expenses

PURPOSE:

The purpose of this Operating Policy and Procedure (OP) is to set forth the guidelines for requesting reimbursement of travel expenses.

REVIEW:

This OP will be reviewed October every five years, or as needed, by the purchasing and travel supervisor and the executive director of contracts and materials management with recommended revisions forwarded through the vice president for finance and administration to the president as needed.

POLICY/PROCEDURE

1. Authority and Applicability

This OP outlines the travel reimbursement rules and regulations for ASU employees. All official travel must support and provide benefit to the mission of the university. It is the policy of ASU to follow travel guidelines as set forth in:

- 2 CFR Part 220.
- Internal Revenue Code §§1.62-2
- General Appropriations Act (GAA) Article IX Part 5
- The Comptroller of Public Accounts (CPA) [Textravel website](#).

2. General

- A. Travel for employees must be authorized in advance using the *Pre-Approval (PA)* to encumber funds (see *Authorization of Official Travel, OP 70.02*). Travel expenses must be allowable according to applicable institutional, local, state and/or federal rules and regulations.
- B. All travel must follow the regulations set forth in this OP and [Textravel](#), regardless of the funding source, with the exception of limits specific to each fund group.
- C. Regardless of reimbursement received from other sources, an employee who travels in performance of official duties is entitled to claim that portion of expenses allowed under this OP from state or local funds. The total reimbursement from all sources must not exceed actual expenses.
- D. Expense reports submitted later than 60 days after the ending date of travel will not be processed and funds will be unencumbered, unless approved by the vice president for finance and administration or approved designee. The purchasing and travel supervisor will review these expense reports with the vice president for finance and administration and attach approval or rejection documentation in Chrome River.

Formatted: Right: 0", Space Before: 0.1 pt, After: 0 pt

Formatted: Right: 0", Space Before: 0.1 pt

Formatted: Right: 0", Space Before: 0.1 pt, After: 0 pt

Formatted: Right: 0", Space Before: 0.1 pt

Formatted: Right: 0", Space Before: 0.1 pt, After: 0 pt

Formatted: Right: 0", Space Before: 0.1 pt

Formatted: Right: 0", Space Before: 0.1 pt, Tab stops: Not at 1"

Formatted: Right: 0", Space Before: 0.1 pt, After: 0 pt

Formatted: Right: 0", Space Before: 0.1 pt

Formatted: Right: 0", Space Before: 0.1 pt, Tab stops: Not at 1"

Formatted: Right: 0", Space Before: 0.1 pt

Formatted: Right: 0", Space Before: 0.1 pt, After: 0 pt

OP 70.05

- E. All expense reports submitted later than 60 days after the ending date of travel will be taxable in compliance with the IRS Safe Harbor Rule. The Travel Office will report the reimbursement to the Payroll Office.
- F. If the total expenses claimed on the expense report are 10% higher than the total amount estimated on the PA, the traveler must provide an explanation within Chrome River.

Reimbursement for Meal and Lodging Expenses

Applicable to both Meal and Lodging Expenses

- A. An employee may receive reimbursement only for his/her actual meal and lodging expenses not to exceed the maximum reimbursement rate for that location. The state travel expense reimbursement rate is not a per diem. The maximum should not be claimed, unless the actual expenditures equal or exceed the maximum allowable rate.
- B. Agencies must use the federal rates provided by the General Services Administration (GSA) for both in-state and out-of-state travel within the contiguous United States.
- (1) If the city is not listed, but the county is listed, use the rate of the county.
- (2) For areas not listed (city or county), the rates are limited to the GSA current maximum rates.
- (3) The reimbursement limit applies without a carry-over from one day to another.
- (4) Meal and lodging expenses are not reimbursable for any days the employee is absent from duty for personal reasons not connected with official travel duties.
- (5) If an employee travels to more than one duty point on the same day, the maximum meal and lodging reimbursement for the day is equal to the highest of the maximum rates for the duty points visited. Example: If you travelled to College Station, (meal GSA rate is \$59) and also to Dallas (meal GSA rate is \$64), you would be able to claim \$64.
- C. Meal and lodging reimbursements for travel to Alaska and Hawaii are limited to the rates set forth by the U.S. Department of Defense.
- D. Meals and lodging reimbursement for travel outside the contiguous U.S. (other than Alaska and Hawaii) are limited to the rates set forth by the US Department of State.
- E. Reimbursement for all travel services may not exceed the actual amount incurred by the traveler, not to exceed applicable required GSA or state rates and allowable hotel overages.

3. Reimbursement for Meal Expenses

- A. The university will not reimburse employees for meal expenses incurred while conducting state business that does not require an overnight stay.
- B. Meal expenses incurred within the employee's designated headquarters are not reimbursable, unless the expenses were mandatory and connected with training, a seminar, or a conference.
- C. The meal allowance represents the maximum charge allowed for a day of travel that includes an overnight stay. Receipts are not required for meals, except for international travel (See *International Travel*, OP 70.07). The traveler should not automatically claim the GSA rate. The financial manager is responsible for approving the reasonableness of the total meal reimbursement. If departure time from the designated headquarters (on the first day of travel) is before 8:00 a.m. and return time (on the last day of travel) is after 7:00 p.m., the employee shall receive reimbursement for a full day GSA rate, not to exceed actual expenses. If the employee departs headquarters after 8:00am and/or returns to headquarters before 7:00pm,

Formatted: Right: 0", Space Before: 0.1 pt

Formatted: Right: 0", Space Before: 0.1 pt, After: 0 pt

Formatted: Right: 0", Space Before: 0.1 pt

Formatted: Right: 0", Space Before: 0.1 pt, After: 0 pt

Formatted: Right: 0", Space Before: 0.1 pt

Formatted: Right: 0", Space Before: 0.1 pt, After: 0 pt

Formatted: Right: 0", Space Before: 0.1 pt

Formatted: Right: 0", Space Before: 0.1 pt, After: 0 pt

Formatted: Right: 0", Space Before: 0.1 pt

they will only be entitled to the "First & Last Day of Travel" meal rate listed on the GSA website.

- D. An employee may not receive reimbursement for the purchase of an alcoholic beverage or tips and gratuities. Exceptions may be allowed depending on the source of funding. If the financial manager of an applicable funding source approves to reimburse for alcoholic beverages, tips, or gratuities, they will need to enter a comment regarding so on the expense in Chrome River.

Formatted: Right: 0", Space Before: 0.1 pt, After: 0 pt

4. Reimbursement for Lodging Expenses

- A. An employee may not receive reimbursement for a lodging expense incurred at a place that is not a commercial lodging establishment.
- B. An employee is entitled to reimbursement for lodging expenses at the duty point no more than one night before official state business begins and one night after official state business ends. Exceptions are allowed when extra days are required to qualify for discount airfares or when travel to the duty point reasonably requires more than one day. Documentation of an approved exception must be attached to the PA and expense report.
- C. In order to receive reimbursement for lodging, not to exceed the limits noted above, the employee must attach the lodging receipt to the expense report. The lodging receipt must include the name and address of the commercial establishment, the employee's name, the single room rate, a daily itemization of the lodging charges, and must indicate a zero balance.
- D. When two state employees share lodging, and are using state appropriated funds, each employee must obtain an itemized receipt for their share of the lodging. The state agency shall reimburse each employee for the employee's share of the lodging expense, not to exceed the applicable maximum lodging reimbursement rate.

Formatted: Right: 0", Space Before: 0.1 pt

Formatted: Right: 0", Space Before: 0.1 pt, After: 0 pt

When two state employees share lodging, and are using non-appropriated funds, the state agency can reimburse one individual for the lodging expense, not to exceed the applicable maximum lodging reimbursement rate. The other employee shall not claim any lodging expenses and note on their expense report the employee's name who claimed the lodging expense.

Formatted: Right: 0", Space Before: 0.1 pt

In either case when only one of the individuals is a state employee, the agency must reimburse the employee the room rate for a single occupancy or the applicable maximum lodging reimbursement rate, whichever amount is less.

- E. For travel within the state of Texas, ASU employees are exempt from paying the state hotel occupancy tax, but are not exempt from paying any county or municipal hotel taxes. According to Textravel, a state agency may not reimburse an employee for state hotel tax if the employee fails to present a properly completed exemption certificate to the establishment. However, if the employee presents the certificate to the establishment and the establishment refuses to honor the certificate, the employee must state this on the expense report. The university may then reimburse the employee. The Travel Office must provide the Comptroller's Office the name of the establishment that refused to honor the exemption certificate.
- F. The state maintains lodging contracts for many in- and out-of-state locations. Employees should review the Comptroller's Hotel Engine contract for current fiscal-year contracted hotels/motels.

OP 70.05

- G. ~~An apartment or house rental expense may be reimbursable if the purpose of the rental is to lower costs and the employee will be using the apartment or house while conducting official business throughout the term of the lease. Application fees and other mandatory costs associated with applying for rental of the apartment or house are reimbursable. A copy of the lease must be attached to the PA and expense report. Preapproval must be obtained from the Contracting Office (c-admin@angelo.edu) prior to the lease commitment.~~
- H. ~~Any employee requesting reimbursement for excess lodging over the State of Texas established rates for all locations must provide justification on the PA. Hotel overages can only be paid using local funds. The Travel Office will deny requests for excess lodging not approved and documented prior to traveling, unless approved by the vice president for finance and administration, subject to applicable fund restrictions.~~

5. Reimbursement for Mileage, Parking, and Tolls

A. Reimbursement of Mileage

1. ~~With the exception of tolls and parking expenses, a mileage reimbursement is inclusive of all expenses associated with the employee's operation of a personally owned or leased vehicle. The term "all expenses" includes damage to the employee's vehicle from any cause. ASU is not liable for the employee's insurance deductible or any other cost associated with an accident or vehicle damage.~~
2. ~~When four or fewer employees travel on the same itinerary, they must coordinate travel and only one may be reimbursed for mileage (four per car rule). When more than four employees travel on the same itinerary, they must coordinate travel and only one out of every four may be reimbursed for mileage. (Texas Government Code Section 660.044). Supervisors and financial managers must ensure that coordination of using a rental or personal vehicle occurs when two or more state employees travel on the same itinerary. Only one employee riding in the personal or rental vehicle will be reimbursed for mileage or gas and rental charges. When two or more employees are planning to attend an event, they must enter a justification in Chrome River and list the names of the other travelers.~~
3. ~~The amount of mileage reimbursement may not exceed the applicable mileage rate multiplied by the number of miles traveled. The approved mileage rate is referenced on the Travel Office website. The number of miles traveled shall be calculated in Chrome River using the on line mapping tool, Google Maps. The employee may also use odometer readings to calculate mileage. If the employee's odometer is used to determine the mileage, the employee must properly itemize the mileage on a point to point basis, sufficiently detailed enough for ASU to verify the calculation in order to process reimbursement. Documentation of the odometer mileage calculation must be attached to the expense report.~~
4. ~~An employee may receive reimbursement of mileage for travel between the employee's home and the nearest airport. If travel occurs during working hours, the amount of the reimbursement may not exceed the amount that would have been reimbursed had the employee traveled from the employee's designated headquarters to the airport. The latest time that an individual may check in for the~~

Formatted: Right: 0", Space Before: 0.1 pt, Tab stops: Not at 1"

Formatted: Right: 0", Space Before: 0.1 pt

Formatted: Right: 0", Space Before: 0.1 pt, Tab stops: Not at 1"

Formatted: Right: 0", Space Before: 0.1 pt

Formatted: Right: 0", Space Before: 0.1 pt, Tab stops: Not at 1"

Formatted: Right: 0", Space Before: 0.1 pt

Formatted: Right: 0", Space Before: 0.1 pt, Tab stops: Not at 1"

OP 70.05

flight, as specified by the airline, determines whether the travel to the airport occurs during working or non-working hours.

5. An employee may receive reimbursement for the mileage incurred by another person transporting the employee to the airport. The reimbursement may not exceed the reimbursement that would have been paid if the employee had parked at the airport.
6. The amount of mileage reimbursement for out-of-state travel to duty points served by commercial airlines is limited to the average coach airline fare, plus the per diem necessary to complete such a flight. The amount due may also include the expenses of transportation to airports from points where commercial air transportation is not available. If the actual mileage reimbursement would be less than the cost of the average coach airline fare, the maximum that can be claimed is actual mileage.
7. Alternate routes may be taken if employees are concerned about safety when determining mileage reimbursement. An explanation for the alternate route must be attached to the expense report.
8. Employees whose job responsibilities customarily require travel within their designated headquarters may receive mileage reimbursement only if the appropriate financial manager approves. Justification on how the travel benefits the state and documentation of an itemized point-to-point odometer reading log must be attached to the expense report. For more information, refer to the [Travel Office website](#).

B. Reimbursement of Parking and Toll Expenses

1. Parking and toll expenses incurred while an employee is on official state business are reimbursable, whether the employee is using a personally owned or leased vehicle or a rented vehicle.
2. Parking or toll expenses are not reimbursable if none of the other transportation expenses incurred are not reimbursable.
3. A parking expense incurred by an individual while dropping off or picking up a state employee at the airport is reimbursable.
4. Receipts are not required for parking and toll expenses; however, the expenses must be itemized on the expense report.

6. Reimbursement for Travel by Rented or Public Conveyance

A. Commercial Airlines

1. The reimbursement for commercial air transportation may not exceed the cost of the lowest available airfare. First class or business class airfare will be reimbursed only at the lowest available airfare rate, unless it was the only airfare available or a medical necessity. For international travel, travelers may also consider flying with only "alliance" airlines if the airfare cost is comparable to the lowest available airfare.

Formatted: Right: 0", Space Before: 0.1 pt

Formatted: Right: 0", Space Before: 0.1 pt, Tab stops: Not at 1"

Formatted: Right: 0", Space Before: 0.1 pt

Formatted: Right: 0", Space Before: 0.1 pt, Tab stops: Not at 1"

Formatted: Right: 0", Space Before: 0.1 pt

Formatted: Right: 0", Space Before: 0.1 pt, Tab stops: Not at 1"

Formatted: Right: 0", Space Before: 0.1 pt

Formatted: Right: 0", Space Before: 0.1 pt, Tab stops: Not at 1"

Formatted: Right: 0", Space Before: 0.1 pt

Formatted: Right: 0", Space Before: 0.1 pt, Tab stops: Not at 1"

Formatted: Right: 0", Space Before: 0.1 pt

Formatted: Right: 0", Space Before: 0.1 pt, Tab stops: Not at 1"

Formatted: Right: 0", Space Before: 0.1 pt

Formatted: Right: 0", Space Before: 0.1 pt, Tab stops: Not at 1"

Formatted: Right: 0", Space Before: 0.1 pt

Formatted: Right: 0", Space Before: 0.1 pt, Tab stops: Not at 1"

Formatted: Right: 0", Space Before: 0.1 pt

Formatted: Right: 0", Space Before: 0.1 pt, Tab stops: Not at 0.5"

Formatted: Right: 0", Space Before: 0.1 pt

Formatted: Right: 0", Space Before: 0.1 pt, Tab stops: Not at 1"

Formatted: Right: 0", Space Before: 0.1 pt

OP 70.05

2. When an employee combines business and personal air travel, the reimbursement may not exceed the amount of airfare that would have been charged had the employee not included personal travel. So long as the reimbursement does not exceed that limit, the employee may receive reimbursement for all airfare charges relating to the business trip.
3. The receipt or itinerary must include the following:
 - Name of the employee and airline;
 - Ticket number;
 - Class of transportation;
 - Travel dates;
 - Amount of the airfare and taxes; and
 - Origin and destination of each flight
4. Federal taxes on airfare are reimbursable and must be itemized on the receipt or itinerary.
5. An employee may receive reimbursement for the cost of a buy one, get one free promotion. However, the amount of reimbursement is limited to the charges shown on the ticket with the employee's name.
6. When an employee stays extra days at a duty point to qualify for a discount airfare, the employee may be reimbursed for the travel expenses incurred, if the additional expenses plus the discount airfare are less than or equal to the average coach airfare. It must be in the best interest of the university to allow the employee to be absent for the extra days. The extra days may occur before or after the official state business.

B. Rental of Motor Vehicles

1. Prior to renting a vehicle, employees should refer to *Authorization for Official Travel, OP 70.02(2)*.
2. For rentals in Texas, the employee must present Form 14-305, motor vehicle verification exemption certificate, at the time of picking up the vehicle. If Form 14-305 is not presented and state taxes are charged, this amount will not be reimbursed. Please note that some locations of the contracted rental companies may not honor the State of Texas contract. If this occurs, please note it on the expense report in order to receive reimbursement.
3. An employee may receive reimbursement for the actual cost of renting a motor vehicle. The amount of reimbursement is limited to the state contracted rates, unless a valid exemption is claimed:
 - For employee travel, the personal accident insurance should not be purchased as it is not reimbursable; however, it is a requirement for students traveling in rental vehicles who are not university employees.
 - If an employee does not use a contracted agency and declines the loss-damage waiver, the university will not be responsible for damages in the case of an accident. The employee or his/her personal automobile insurance carrier will be responsible for any damages incurred.

Formatted: Right: 0", Space Before: 0.1 pt, Tab stops: Not at 1"

Formatted: Right: 0", Space Before: 0.1 pt

Formatted: Right: 0", Space Before: 0.1 pt, Tab stops: Not at 1"

Formatted: Right: 0", Space Before: 0.1 pt

Formatted: Indent: First line: 0", Right: 0", Space Before: 0.1 pt, Tab stops: Not at 1.5"

Formatted: Right: 0", Space Before: 0.1 pt

Formatted: Right: 0", Space Before: 0.1 pt, Tab stops: Not at 1"

Formatted: Right: 0", Space Before: 0.1 pt

Formatted: Right: 0", Space Before: 0.1 pt, Tab stops: Not at 1"

Formatted: Right: 0", Space Before: 0.1 pt

Formatted: Right: 0", Space Before: 0.1 pt, Tab stops: Not at 1"

Formatted: Right: 0", Space Before: 0.1 pt

Formatted: Right: 0", Space Before: 0.1 pt, Tab stops: Not at 0.5"

Formatted: Right: 0", Space Before: 0.1 pt

Formatted: Right: 0", Space Before: 0.1 pt, Tab stops: Not at 1"

Formatted: Right: 0", Space Before: 0.1 pt

Formatted: Right: 0", Space Before: 0.1 pt, Tab stops: Not at 1"

Formatted: Right: 0", Space Before: 0.1 pt

Formatted: Right: 0", Space Before: 0.1 pt, Tab stops: Not at 1"

Formatted: Right: 0", Space Before: 0.1 pt

OP 70.05

- When an employee uses a rental vehicle for both personal business and state business, only the portion attributable to state business may be reimbursed. Rental expenses may not be reimbursed, if the rental was necessary only because the employee combined personal and state business.

4. An itemized receipt must be attached to the expense report. The receipt must show the starting and ending dates of the rental, specify the name of the motor vehicle rental company, and the renter.

Formatted: Right: 0", Space Before: 0.1 pt, Tab stops: Not at 1"

5. When four or fewer employees travel on the same itinerary, they must coordinate travel and only one may be reimbursed for a rental vehicle (four per car rule). When more than four employees travel on the same itinerary, they must coordinate travel and only one out of every four may be reimbursed for a rental vehicle. (Texas Government Code Section 660.044). Supervisors and financial managers must ensure that coordination of using a rental or personal vehicle occurs when two or more state employees travel on the same itinerary. Only one employee riding in the personal or rental vehicle will be reimbursed for mileage or gas and rental charges. When two or more employees are planning to attend an event, they must enter a justification in Chrome River and list the names of the other travelers.

Formatted: Right: 0", Space Before: 0.1 pt

Formatted: Right: 0", Space Before: 0.1 pt, Tab stops: Not at 1"

6. Gasoline purchased for a rental vehicle is reimbursable. Itemized receipts for fuel purchases must be attached to the expense report.

Formatted: Right: 0", Space Before: 0.1 pt

Formatted: Right: 0", Space Before: 0.1 pt, Tab stops: Not at 1"

7. Charges for liability insurance supplements, safe trip insurance, and personal effects insurance are not reimbursable. The charge for an additional driver is reimbursable only if it is for another state employee. A collision damage waiver or a loss damage waiver is reimbursable, unless the waiver is included in the contracted rental rates.

Formatted: Right: 0", Space Before: 0.1 pt

Formatted: Right: 0", Space Before: 0.1 pt, Tab stops: Not at 1"

C. Travel by Mass Transit, Taxi or Limousine

1. An employee may receive reimbursement for the actual cost of transportation by bus, subway, other mode of mass transit, or taxi. An employee may not receive reimbursement for the cost of transportation by a person who is not a commercial transportation company.

Formatted: Right: 0", Space Before: 0.1 pt

Formatted: Right: 0", Space Before: 0.1 pt, Tab stops: Not at 0.5"

Formatted: Right: 0", Space Before: 0.1 pt

Formatted: Right: 0", Space Before: 0.1 pt, Tab stops: Not at 1"

2. If two or more employees share a taxi, only the employee who paid for the taxi may receive reimbursement for that expense. The other employees may receive reimbursement only for the charges imposed on an individual by individual basis.

Formatted: Right: 0", Space Before: 0.1 pt

Formatted: Right: 0", Space Before: 0.1 pt, Tab stops: Not at 1"

3. An employee may receive reimbursement for the actual cost of transportation by limousine only if it was the least costly transportation available, considering all relevant circumstances. Attach a written justification for using the limousine to the expense report.

Formatted: Right: 0", Space Before: 0.1 pt

Formatted: Right: 0", Space Before: 0.1 pt, Tab stops: Not at 1"

4. Receipts are not required for travel by bus, subway, other modes of mass transit, or taxi. However, individual trips must be itemized on the expense report, showing the date, fare, and destination for each trip.

Formatted: Right: 0", Space Before: 0.1 pt

Formatted: Right: 0", Space Before: 0.1 pt, Tab stops: Not at 1"

5. If public transportation is used for travel between cities, receipts are required. If receipts are not available, the destination must be stated on the expense report.

Formatted: Right: 0", Space Before: 0.1 pt

Formatted: Right: 0", Space Before: 0.1 pt, Tab stops: Not at 1"

OP 70.05

The origination and destination locations of the bus, subway, mass transit, taxi, or limousine must be documented on the receipt or in the expense report.

7. Reimbursement for Internet Reservations

- Internet service fees associated with reserving airfare, hotel, or rental vehicles are reimbursable only if there is an overall cost savings to the university. However, state taxes are not reimbursable and the Travel Office will deduct the tax rate from the traveler's reimbursement. Travelers must provide an itemized receipt of charges incurred.
- Purchasing internet tickets months in advance of a trip could result in personal liability for the credit card bill. Reimbursement for these expenditures will occur after completion of the trip and the submission of the expense report.
- For hotel reservations booked and paid for in advance using an online booking agent, the travelers must provide an itemized receipt from the internet vendor in order to be receive reimbursement on the expense report.

8. Registration Fees

- A. Employees may receive reimbursement for registration fees for official business conferences and seminars if the employee charged the registration fee to his/her state travel card or paid the fee from personal funds. There should be a direct relationship between the duties performed by the employee and the type of conference he/she attended.
- B. A receipt indicating the amount for registration fees must accompany the expense report. Meals included in the registration fees must be deducted from the traveler's allowable daily per diem, not to exceed actual expenses. Entertainment or other personal expense items included in the registration fee are not reimbursable. All registration fees not previously paid or claimed should be included on the expense report.
- C. Supervisors and/or financial managers shall make every effort to ensure traveler attendance at any seminar or conference that is paid for in advance. Cancellation charges for "no shows" because of personal reasons other than illness or emergencies are not reimbursable. One state employee may replace another employee at a conference if the attending employee attaches a statement showing the circumstances with the receipt.
- D. Payments for registration fees may not occur more than six (6) weeks in advance of the seminar or conference unless the cost savings is considerable to the university or if there is a limited capacity for attendance.

9. Uncommon Travel Requirements and Exceptions

- A. A cancellation or change fee is reimbursable only if the charge is incurred for a business-related reason or because of illness, adverse weather conditions, or a natural disaster. The expense report must state the business-related reason for the cancellation. Proof that the cancellation charge was paid, such as an unused airline ticket, must be attached to the expense report.
- B. Charges related to transportation expenses that were paid in advance to obtain lower rates and later canceled due to an employee illness or personal emergency are reimbursable.

Formatted: Right: 0", Space Before: 0.1 pt

Formatted: Right: 0", Space Before: 0.1 pt, Tab stops: Not at 0.5"

Formatted: Right: 0", Space Before: 0.1 pt

Formatted: Right: 0", Space Before: 0.1 pt, Tab stops: Not at 0.5"

Formatted: Right: 0", Space Before: 0.1 pt

Formatted: Right: 0", Space Before: 0.1 pt, Tab stops: Not at 0.5"

Formatted: Right: 0", Space Before: 0.1 pt

Formatted: Right: 0", Space Before: 0.1 pt, After: 0 pt, Tab stops: Not at 0.5"

Formatted: Right: 0", Space Before: 0.1 pt

Formatted: Right: 0", Space Before: 0.1 pt, After: 0 pt

OP 70.05

- ~~C. A cancellation or change fee assessed due to an employee failing to cancel in time to avoid the charge is not reimbursable. The traveler is responsible for personally paying for the fee.~~
- ~~D. When a package of at least two types of travel expenses (e.g., meals, lodging, transportation, incidental expenses, or registration fees) is purchased, each type is reimbursable only to the extent it would have been reimbursable had it not been included in the package. If traveling on state funds, the travel voucher must separately state the cost of each type of travel arrangement.~~
- ~~E. If an employee on personal leave at a location outside the designated headquarters is required to travel to a duty point, the travel expenses incurred are reimbursable. The reimbursable expenses are limited to the amount of travel expenses that would have been incurred had the employee traveled from his/her headquarters directly to the duty point. When an employee is required to return to headquarters while on personal leave, the employee may be reimbursed for the travel expenses they incurred while traveling to headquarters and then returning to the place they were staying while on personal leave. The expenses are reimbursable only if the travel to the duty point is from a location other than the employee's residence.~~

~~For a detailed listing of all allowable travel expense exceptions, please refer to the [Textravel](#) website.~~

Formatted: Right: 0", Space Before: 0.1 pt

Attachments

Formatted: Space Before: Auto, After: Auto

Texas Tech University

OP 79.08: Reimbursement of Travel Expenses

DATE: April 25, 2023

PURPOSE: The purpose of this Operating Policy/Procedure (OP) is to set forth the policy for reimbursement of travel expenses to Texas Tech University (TTU) employees when traveling for official state business.

REVIEW: This OP will be reviewed in May of even-numbered years by the Section Manager of Travel Services, the Chief Procurement Officer, and the Chief Accounting Officer with substantive revisions forwarded to the Senior Vice President for Administration & Finance and Chief Financial Officer.

POLICY/PROCEDURE

1. Policy Statement

All travel must be for the benefit of the institution. It is the policy of Texas Tech University (TTU) to follow travel requirements as outlined in:

Reimbursement of Travel Expenses

Page 25 of 39

- 2 CFR Part 200
- Internal Revenue Code §§ 1.62-2
- Texas Administrative Code Rule § 5.22
- General Appropriations Act (GAA) Article IX Part 5
- Textravel

The requirements set forth in this policy apply to all official travel, regardless of funding source, and are in addition to those outlined in OP 79.01, Travel Authority and Definitions for Texas Tech University and TTU Employees, and OP 79.05, International Travel. Exceptions that apply for specific funding sources are noted within each respective section below.

TTU employees must follow the policies outlined in this OP. TTU student travel for official business is authorized the same as university employees and will be in compliance with this OP; however, state appropriated funds are not allowed to be used for student travel (students not employed by the university).

The Chief Procurement Officer; the Assistant Managing Director of Business Intelligence, Payment Strategies, and Support Services; and/or the Section Manager of Travel Services have the authority to make any exceptions to this policy that, in their determination, are essential for the continued operations of the university and do not violate any federal or state laws.

Travel news and updates will be provided on the Travel Services website at <http://www.depts.ttu.edu/procurement/departments/travel-services/>, through monthly Procurement Services Forums, through the Microsoft Teams channel, and via TechAnnounce.

Individual TTU colleges, schools, institutes, and/or departments may also establish regulations more restrictive than those required by the state or TTU. However, TTU's travel office is not responsible for the enforcement of those regulations.

2. Definitions

- a. Travel Application—An electronic document used to encumber expenses and request approval for travel in advance of the trip. See OP 79.04, Application for Official Travel, for additional information.
- b. Travel Voucher—An electronic document used to request reimbursement for travel expenses incurred during the discharge of official state business.
- c. Duty Point—The destination, other than the place of employment, to which a state employee travels to conduct official state business. If the destination is outside the employee's **designated headquarters**, then the duty point is either the incorporated **Reimbursement of Travel Expenses**

OP 70.05

municipality in which the destination is located or the unincorporated area within a five-mile radius of the destination.

d. ~~Designated Headquarters~~—The area within the boundaries of the city in which a state employee's **place of employment** is located. If an employee's place of employment is located within an unincorporated area, then the area within a five-mile radius of the place of employment is the employee's designated headquarters. If an incorporated municipality or an unincorporated area is completely surrounded by the incorporated municipality in which an employee's place of employment is located, then the employee's designated headquarters includes the surrounded municipality or area.

e. ~~Time of Departure~~—For air transportation, the time of departure is two hours prior to the actual flight departure. For vehicle transportation, the time of departure is when you depart headquarters/residence.

f. ~~Time of Return~~—For air transportation, the time of return is the time at which the flight lands at headquarters. For vehicle transportation, the time of return is when you arrive at headquarters/residence.

g. ~~Working Hours~~—The hours during which a state employee is regularly scheduled to conduct official state business.

h. ~~State Appropriated Funds~~—TTU funds 11xxxx 14xxxx (**Note: All travel expenses on state appropriated funds must be paid on a State of Texas Travel Card**). State appropriated funds starting with 13 do not permit travel.

i. ~~Institutional Funds~~—All TTU funds except 11xxxx 14xxxx, including sponsored projects (unless limited by a sponsoring agency).

Refer to OP 70.01, Travel Authority and Definitions for Texas Tech University and TTU Employees, for additional definitions.

3. Reimbursement Procedures

a. Travel Application

The approval process for official travel is activated by the submission of an online travel application. The online form must be completed and submitted when reimbursement for travel is requested, regardless of the funding source. Funds are encumbered using a travel application and the employee is entitled to reimbursement for allowable expenses incurred as a result of the performance of official duties. Instructions for completing the travel application are available at <http://www.depts.ttu.edu/procurement/resources/training-and-work-aids/>. Each traveler may only submit one application per trip. See OP 70.04, Application for Official Travel, for additional information.

A purpose and benefits statement must be included in the Travel Explanation/Comments section of the application. The statement must provide a clear business purpose for the **Reimbursement of Travel Expenses**

OP 70.05

trip and the benefit to TTU. If attending a conference, the full name of the organization sponsoring the conference must be included (no abbreviations or acronyms).

Instructions for completing the travel application are available at <https://www.depts.ttu.edu/procurement/resources/training-and-work-aids/index.php> under Travel Services.

b. ~~Travel Voucher~~

Upon return to Designated Headquarters, the traveler must complete a travel voucher containing the business purpose and explanation of travel and upload all required supporting documentation as outlined within each respective section below. Travel vouchers must be completed, approved, and submitted to Travel Services within 30 days of returning to headquarters. When travel advances have been provided, vouchers are due within 15 days. See OP 70.07, Travel Advances, for additional information. Instructions for completing reimbursement requests are available at <http://www.depts.ttu.edu/procurement/resources/training-and-work-aids/>.

c. ~~Travel on State Appropriated Funds (funds beginning with 11xxxx through 14xxxx)~~

The State Travel Management Program (STMP) has updated the Texas Administrative Code (TAC), Section 20.413, to require a state travel credit card to be used for all travel expenditures when using state appropriated funding. Any allowable travel related expense not purchased with a state travel card will require institutional funds unless limited by a sponsoring agency. Guidelines for using state appropriated funds are available at <https://www.depts.ttu.edu/procurement/resources/training-and-work-aids/index.php> under the Travel Services header

d. ~~International Travel~~

International travel requires voucher pre-approval from the Office of International Affairs at least 30 days prior to the departure date. Refer to OP 79.05, International Travel. Expenses incurred in a foreign currency must be converted to USD based on the conversion rate at the time of travel. International travel is not permitted on state-appropriated funds.

To comply with Federal Export Control regulations, the following information is required when submitting the travel application: list of all destinations; destination contacts; destination affiliations; and any business equipment/supplies that will be taken with the traveler.

e. ~~Group Travel~~

A group sponsor for student group travel may process travel through the online travel system, obtain a Travel Advance Card ("TAC"), or use a combination of the two methods.

(1) A full time employee may act as a group sponsor for student group travel and the travel voucher is submitted under the sponsor's name. There can be more than one

Reimbursement of Travel Expenses

OP 70.05

~~group sponsor per trip. A list of the travelers' names and R numbers is required on the travel voucher.~~

~~(2) Travel Advance Cards (TAC) are credit cards issued for a specific period of time with a specific dollar balance/limit according to the budget provided for student or other group travel. The TAC is issued to the group sponsor. Refer to the Request for Travel Advance Card for additional information.~~

~~(3) A completed Student Activity Release Form, found in OP 79.13, Attachment B, shall be obtained from the student travelers by the group sponsor. The form is retained by the group sponsor for a period of three years and does not need to be turned in with the travel voucher.~~

~~f. Taxable Expenses~~

~~In accordance with IRS regulations, travel reimbursements are taxable to the traveler when the travel voucher is not submitted to Travel Services within 60 days of the trip end date. Travel Services will report taxable expenses to the Payroll & Tax Services Office.~~

~~g. Tax Payee Information System Hold~~

~~TTU is unable to reimburse an employee if the employee is on hold in the Texas Comptroller's Texas Payee Information System ("TPIS") until the hold has been released. (Note: Possible reasons an employee may be on hold include being in default on a student loan, indebted to the state or a state agency, delinquent on state tax, not paying child support, or owing a reimbursement for unemployment taxes.)~~

~~h. Travel on Sponsored Project Funds~~

~~A detailed explanation describing the benefit to the scope of the project is required on travel vouchers for sponsored project funds.~~

~~i. Supplemental Voucher~~

~~Supplemental vouchers may be submitted if all expenses were not included when a travel voucher was initially submitted (i.e., toll charges). Approval to submit a supplemental voucher must be obtained from the Travel Services Office at travelservices@ttu.edu.~~

~~j. Non-monetary Expenses~~

~~A state employee who receives free transportation or lodging in exchange for points or other non-monetary credits or rewards has not incurred an expense for reimbursement purposes.~~

~~4. Meals and Lodging~~

~~a. General Policies~~

OP 70.05

~~(1) Employees may either itemize expenses or claim the allowable meal per diem; the election made applies to the entire trip. Original receipts are required when requesting reimbursement of actual expenses. When travel expenses are itemized, reimbursement will be made for actual costs, but the reimbursement may not exceed the allowable per diem rates. (Note: Some sponsored projects require receipts for all charges. It is the department's responsibility to understand award terms and conditions and comply with the terms and conditions.)~~

~~(2) TTU will reimburse meal and lodging expenses up to one day before the official business begins, lodging expenses the day the official business ends, and meal expenses up to one day after official business ends. Exceptions may be granted when additional travel days are required to qualify for discount airfares or when travel to the duty point reasonably requires more than one day. The Travel Exception Form is required for additional days.~~

~~b. Travel Per Diems~~

~~(1) Meal and lodging reimbursements for in-state and out-of-state travel, but within the contiguous U.S., are limited to the rates set forth by the U.S. General Services Administration ("GSA"). Employees traveling to localities not specifically listed are limited to the greater of the GSA's standard per diem rates or State of Texas rates. For meal per diem, TTU reimburses the Meals and Incidental Expenses (M&IE) Total. The breakfast, lunch, dinner, and first/last day of travel columns pertain to federal employees, not state employees.~~

~~(2) Meal and lodging reimbursements for travel to Alaska and Hawaii are limited to the rates set forth by the U.S. Department of Defense.~~

~~(3) Meal and lodging reimbursements for travel outside the contiguous U.S. (other than Alaska and Hawaii) are limited to the rates set forth by the U.S. Department of State.~~

~~(4) Itemized receipts are required for group travel meals, or students must sign a form acknowledging receipt of per diem.~~

~~(5) Meal per diem may be reduced and used to increase the maximum lodging reimbursement rate by the equivalent amount. However, some federal agencies do not allow this practice. Departments are responsible for reviewing the award terms and conditions to determine if it is allowable on federally sponsored projects.~~

~~(6) If an employee travels to more than one duty point on the same day, then the maximum meal reimbursement for the day is equal to the highest of the maximum rates for the duty points visited. Example: If you traveled to College Station (meal per diem \$55) and also to Dallas (meal per diem \$66), you would be able to claim a maximum of \$66.~~

~~(7) Per diem amounts above the maximum rate may be reimbursed on institutional funds in certain circumstances. However, some federal agencies do not allow this practice. Departments are responsible for reviewing the award terms and conditions to~~

OP 70.05

determine if per diems are allowable on sponsored projects. Requests must be documented on the Travel Exception Form and submitted with the travel voucher. The form must include sufficient documentation of the extenuating circumstances and the requisite approvals.

(8) For overnight travel instances when the departure time and/or return time results in less than a full day of travel, the following reimbursement policy applies. Departure time is two hours prior to the actual flight time, or for vehicle transportation, it is when you depart headquarters/residence or duty point. Return time is when the flight lands at headquarters, or for vehicle transportation, it is when you arrive at headquarters/residence.

(a) Breakfast per diem is equal to 20 percent of the allowable daily per diem rate. If the departure is prior to 8:00 a.m. and/or return to headquarters is after 9:00 a.m., breakfast may be claimed.

(b) Lunch per diem is equal to 30 percent of the allowable daily per diem rate. If the departure is prior to 12:00 p.m. and/or return to headquarters is after 1:00 p.m., lunch may be claimed.

(c) Dinner per diem is equal to 50 percent of the allowable daily per diem rate. If the departure is prior to 5:00 p.m. and/or return to headquarters is after 7:00 p.m., dinner may be claimed.

c. Unallowable Meal/Lodging Expenses

(1) Alcoholic beverages;

(2) Meals included with conference registration fees, provided by the hotel, or otherwise already paid by TTU (e.g., charged to the department through other procurement methods);

(3) Meals or lodging when travel does not require an overnight stay;

(4) Meals incurred within headquarters unless the expense is mandatory and connected with training, seminars, and/or conferences;

(5) Meals incurred in accordance with Food and Entertainment policy (see OP 72.05, Expenditures for Official Functions, Business Meetings, and Entertainment); and

(6) Lodging at a non-commercial establishment (e.g., an establishment that does not provide lodging to the public for pay, such as a relative's residence).

d. Additional Lodging Requirements

(1) Lodging receipts are always required with the travel voucher. The lodging receipt must include the name and address of the commercial lodging establishment, the

OP 70.05

employee's name, the single room rate, and a daily itemization of the lodging charges. The receipt must indicate a zero balance.

(2) For travel within the state of Texas, TTU employees are exempt from the state hotel occupancy tax. Therefore, TTU will not reimburse an employee for the state hotel tax when the employee fails to present a properly completed *Texas Hotel Occupancy Tax Exemption Certificate* to the establishment. However, if the employee presents the certificate to the establishment and the establishment refuses to honor the certificate, the employee will be reimbursed when this explanation is included in the travel voucher. The certificate will need to be signed by the hotel with the refusal statement and turned in with the travel voucher. The *Texas Hotel Occupancy Tax Exemption Certificate* is available on the Travel Services website under forms at <http://www.depts.ttu.edu/procurement/forms/documents/travel/procurement-texas-hotel-occupancy-tax-exemption-certificate.pdf>.

(3) An apartment or house rental expense may be reimbursed if the purpose of the rental is to lower costs and the employee will be using the apartment or house while conducting **official business** throughout the term of the lease. Application fees and other mandatory costs associated with applying for rental of the apartment or house are reimbursable. A copy of the lease will be required with the travel voucher. Preapproval should be obtained from the Contract Management Office (contracting@ttu.edu) prior to the rental commitment or the start date of the lease.

(4) Guest lodging procedures through TechBuy may be used for prospective employees (see OP 79.10, Travel by Prospective Employees) and for employees who are not headquartered in Lubbock but are in Lubbock on TTU business. See the "How To" Guide for guest lodging.

(5) When two individuals share lodging and both are TTU employees, TTU will reimburse each employee for his/her share of the lodging expense, not to exceed the maximum per diem rate. When two individuals share lodging and only one of the individuals is a TTU employee, TTU will reimburse the employee the lesser of the room rate for single occupancy or the applicable maximum per diem rate.

(6) Reimbursements for lodging expenses that exceed the per diem rate are allowed on institutional funds when lodging is at the **official** conference hotel. Documentation to support that the hotel charge is for the conference hotel, including the dates of the conference, should be provided when submitting the travel voucher.

(7) Lodging expenses in excess of the per diem rate (other than conferences) are allowed on institutional funds in certain extenuating circumstances. Requests for reimbursements exceeding the per diem rate require the *Travel Exception Form* with the travel voucher. Sufficient documentation of the extenuating circumstances and the requisite approvals must be included on the form.

(8) When claiming expenses for a vacation home rental such as Airbnb, Homeaway, or Vrbo, any service or cleaning fees should be factored into the lodging expense, not the hotel tax.

5. Transportation

~~Employees must select the most cost-effective method of transportation. Travel outside the Texas/New Mexico/Oklahoma area by personal vehicle must be compared to the cost of airfare if purchased at least 30 days in advance of travel. A printed, regular fare ticket for 30 days prior will serve as sufficient documentation. A Mileage Calculator tool is in the Online Travel System under Help>>Links to determine whether renting a vehicle or driving a personal vehicle is more cost-effective. The most cost-effective method is required for all funding sources.~~

a. ~~Personal Vehicle~~

~~Employees may be reimbursed for mileage, parking, and tolls when traveling for official business. No other expenses related to the operation of a personally owned or leased vehicle are allowed (e.g., fuel). Reimbursements for personal mileage may not exceed the cost of a contracted rental vehicle. The Online Travel System provides a tool to assist in determining the most cost-effective mode of transportation: Help>>Links>>Other Travel Links>>Mileage Calculator TTU.~~

~~(1) Mileage reimbursement is limited to the product of the actual number of miles traveled for business and the maximum mileage reimbursement rate as established by the Texas Legislature each year (see [Travel Reimbursement Rates](#)).~~

~~(a) The actual miles traveled are determined by point to point itemization, documented by either the employee's odometer records or the shortest distance calculated by a readily available electronic mapping service. The mapping service printout or odometer records must be provided with the travel voucher.~~

~~(b) The mileage reimbursement rate is inclusive of all expenses (including damage) associated with the employee's use of his or her vehicle. TTU is not liable for any cost associated with an accident or vehicle damage while conducting TTU business.~~

~~(2) Employees whose job responsibilities customarily require travel within their designated headquarters may be authorized for a local transportation allowance for this travel. The mileage will be actual miles traveled, using the shortest routes possible, and must be properly itemized on a point-to-point basis with sufficient detail for TTU verification.~~

~~(3) Coordination of travel must occur when two or more TTU employees employed by the same department travel on the same dates with the same itinerary to conduct the same official business. TTU will only reimburse one of the TTU employees riding in the personally owned or leased vehicle. When more than four employees from the same department travel on the same itinerary, only one of every four may be reimbursed for mileage. Employees may be reimbursed for mileage incurred to meet or pick up the other employees to coordinate the travel. A list of travelers sharing a vehicle should be listed on the voucher.~~

OP 70.05

~~(4) Vehicle travel to/from an airport for travel via commercial airlines is reimbursed as follows:~~

~~(a) Mileage between headquarters and the airport is allowed during the hours 9 a.m. to 4 p.m.~~

~~(b) Mileage between the employee's residence and the airport is allowed outside the above hours.~~

~~(c) The scheduled flight departure time minus two hours and the actual arrival time determine whether the travel occurs during working or non-working hours.~~

~~b. Parking and Toll Expenses~~

~~Parking and toll expenses are allowed when traveling in a personally owned, leased, or rented vehicle. Receipts are required for individual parking and toll expenses that exceed \$100.00. (Note: Some sponsored projects require receipts for all charges. It is the department's responsibility to understand award terms and conditions and granting agency's requirements.)~~

~~c. Rental Vehicle~~

~~(1) Vehicle rentals are limited to the TTU Rental Car Rates found at <https://www.fiscal.ttuhs.edu/Travel2/> under Help >> Links. The daily rental rate includes both LDW (loss/damage/waiver) or comprehensive coverage and liability coverage. The TTU contract ID number must be applied when the vehicle is reserved in order to obtain the correct daily rate. A completed Travel Exception Form may be required for vehicles rented through a non-contract vendor or at a non-contract rate.~~

~~Reimbursement for contract rented vehicles is allowed for sub-compact, compact, intermediate, standard, or full size. Vans and SUVs may be rented if for use by three or more people or if needed to transport business materials and if documented on the voucher in the comments section. A list of passenger names and affiliation with TTU is required, as well as details for the use of the transported materials/equipment. Premium, luxury, and convertible vehicles will require the Travel Exception Form. The form must be submitted with the travel voucher using institutional funds and include sufficient documentation and the requisite approvals.~~

~~(2) Vehicle rentals should be obtained using the contract information provided above or processed by purchase order in TechBuy. If a purchase order is used for the rental, the cost should not be claimed on the travel voucher (see the "How To" Guide on renting vehicles).~~

~~(3) Allowable expenses~~

~~(a) All applicable taxes and mandatory charges;~~

~~(b) Collision and loss damage waiver not included in the contracted rate;~~

OP 70.05

- ~~(c) Charges for an additional driver with a documented business purpose;~~
 - ~~(d) Fuel (original receipts required);~~
 - ~~(e) Global Positioning System (GPS) rentals;~~
 - ~~(f) Toll charges;~~
 - ~~(g) Gasoline refuel for car rental; and~~
 - ~~(h) Gasoline receipts for a personal car in lieu of reimbursement of mileage.~~
 - ~~(4) Liability supplements, personal accident, safe trip, and personal effects insurance are not reimbursable.~~
 - ~~(5) Receipts must include the rental company name, employee name, rental starting and ending dates, an itemization of the expenses incurred, and proof of payment. If the receipt does not include all the requisite information, an original contract may be substituted.~~
 - ~~(6) Fifteen passenger vans are not allowed to be rented in accordance with OP 70.13, University-related Travel by Motor Vehicle, Commercial Carrier, and Aircraft.~~
- ~~d. Commercial Air~~
- ~~(1) Employees must obtain the lowest available airfare between the employee's designated headquarters and duty point. State contract rates are available for last minute and/or fully refundable travel requirements. The use of state appropriated funds requires the traveler to purchase airfare with a State of Texas ("SOT") travel credit card. This can be accomplished by using a Transportation Request (See OP 70.06, Transportation Requests) or by applying for a SOT travel card (application available at <https://www.depts.ttu.edu/procurement/forms/index.php> under Travel Services).~~
 - ~~(2) First class and/or business class airfare may be reimbursed **only** if it is the only available airfare or if it is necessary for international travel. Early Bird, Business Select, and main cabin extra fares are also not reimbursable except with exception approval. Reimbursement for any of the above requires a completed Travel Exception Form. Preferred seating fees will not require the Travel Exception Form. Preferred seating fees are not allowed on federally sponsored projects.~~
 - ~~(3) Receipts or itineraries must include the airline name, employee name, ticket number, travel dates, origin and destination (for each flight/leg), airfare amount, fare basis code (for travel on state appropriated funds 11xxx-14xxx), and proof of payment. If the passenger receipt is unavailable, the following may be provided instead:~~
 - ~~(a) A canceled check or credit card slip documenting payment;~~
 - ~~(b) A credit card statement documenting the charge; or~~

OP 70.05

~~(c) A copy of the receipt, check, slip, or billing. If the supporting documentation is a copy of the canceled check or the credit card slip or billing, then the employee must include a statement detailing the information required above.~~

~~(d). Change fees may be reimbursed if a clear business purpose is provided with the travel voucher. Change fees relating to personal reasons are not reimbursable.~~

~~(4) The baggage fee for the first checked bag is reimbursable. Two checked bags may be reimbursed for foreign travel, trips longer than five (5) days in duration, and if checking a bag to transport conference or business material. Excess baggage charges are allowable on institutional funds with an approved Travel Exception Form.~~

~~(5) Fly America~~

~~The Fly America Act mandates the use of U.S. flag air carriers when traveling internationally on federal funds (i.e., Banner funds beginning with 21). The Fly America Act Waiver Checklist must be used by departments to determine and document whether air travel qualifies for a waiver of these restrictions. The completed checklist must accompany all travel vouchers for trips outside the contiguous United States using federal funds. In the event it is determined that the appropriate air carrier was not used, the expense may be denied or must be transferred to non-sponsored or non-state appropriated funds.~~

~~Guidelines for complying with the Fly America Act are available at <http://www.depts.ttu.edu/procurement/resources/training-and-work-aids/documents/travel-services/procurement-fly-america-act.pdf>.~~

~~e. Railroad, Bicycle, Boat, or Other Vehicle~~

~~A TTU employee may be reimbursed for the actual cost of transportation by railroad, bicycle, boat, or other motor vehicles if it is incurred to conduct state business. The cost is only reimbursable if transportation is provided by a commercial transportation company. The receipt must include the following:~~

~~(1) The name of the commercial transportation company;~~

~~(2) The name of the employee;~~

~~(3) The starting and ending dates of the travel;~~

~~(4) The mode of transportation;~~

~~(5) An itemization of expenses incurred; and~~

~~(6) Proof of payment.~~

~~f. Mass Transit, Taxi, or Limousine~~

OP 70.05

~~The actual cost of transportation by bus, subway, other modes of mass transit, or taxi if incurred to conduct state business is allowable when it is provided by a commercial transportation company.~~

~~(1) Individual trips must be itemized on the travel voucher, detailing the fare and destination for each trip. Receipts are required for individual transactions exceeding \$100.00. (Note: Some sponsored projects require receipts for all charges. It is the department's responsibility to understand award terms and conditions and granting agency's requirements.)~~

~~(2) If two or more state employees share a taxi, only the employee who paid for the taxi may be reimbursed for that expense.~~

~~(3) Reimbursement for limousine service is allowed only if it was the least costly transportation available considering all relevant circumstances.~~

6. Tips and Gratuities

~~a. Reimbursements for tips and gratuities incurred during travel for official business are allowed only on institutional funds but are limited to the following amounts:~~

~~(1) Hotel bellman ————— \$1.00/bag~~

~~(2) Restaurant staff ————— 20 percent~~

~~(3) Housekeeping staff ————— \$1.00/night~~

~~(4) Valet ————— \$2.00~~

~~(5) Other ————— \$1.00~~

~~(6) Airport porters ————— \$1.00/bag~~

~~(7) Taxi drivers ————— 20 percent~~

~~b. When lodging establishments and restaurants include a gratuity in the price, a voluntary additional tip is not reimbursable. Should a gratuity be included by an establishment that is greater than 20 percent, reimbursement will be made at the establishment's rate.~~

7. Incidental Expenses

~~An employee may receive reimbursement for the following incidental expenses, provided the business purpose for the expense is sufficiently documented and original receipts are provided.~~

~~a. Local and long distance phone calls;~~

- ~~b. Money orders;~~
- ~~c. Currency exchange fees;~~
- ~~d. Notary fees;~~
- ~~e. Travel agency service charges (Note: State appropriated funding is limited to State of Texas travel agency contract rates);~~
- ~~f. Visa, passport, and departure taxes;~~
- ~~g. Mandatory service charges imposed for meals or lodging;~~
- ~~h. Postage/freight, photocopies, and fax charges;~~
- ~~i. Repair parts, labor, and towing charges to repair state-owned vehicles if unable to use the TTU Fleet Card; and~~
- ~~j. Travel expenses incurred to obtain medical care outside headquarters while on official state travel.~~

~~**Note:** Visa and passport charges may not be an allowable direct cost on all sponsored projects. Departments are responsible for reviewing the agency and award terms and conditions and consulting the respective grant accountant in Accounting Services to determine allowability.~~

~~Personal expenses including entertainment, medical supplies, childcare, or kennel expenses for a pet will not be reimbursed. Business-related expenses for dry cleaning or laundry are allowed for trips in duration of five or more days. Business-related expenses that are allowable may require the Travel Exception Form.~~

~~8. Registration/Membership Fees~~

~~Conference registrations and membership fees must be on a procurement card (PCard) whenever possible. Reimbursement is allowable when the fees are charged to the employee's travel card or paid from the employee's personal funds. A receipt must accompany the travel voucher. Membership fees must be processed in accordance with OP 72.16, Memberships.~~

~~Meals included in the registration fees must be deducted from the daily per diem. Entertainment or other personal expense items included in the registration fee are not allowable and must be deducted from the reimbursement request.~~

~~9. Cancellation Charges~~

~~Reimbursements for cancellation charges associated with any advance travel expenses are limited to reasons of natural disaster, illness, or personal emergencies.~~

~~10. Travel to Washington, D.C.~~

~~TTU personnel who travel to Washington, D.C. on state appropriated funds **for activities that involve obtaining or spending federal funds or that impact federal policies** must inform the Office of State Federal Relations (OSFR) about the trip (CAA Article IX, Section 6.12). Contact the Office of International Affairs for additional information. Lobbying activities are not allowed on federal funds.~~

~~If an employee is traveling on state appropriated funds, they must also complete the *Report of State Agency Travel to Washington, DC* and submit it with their travel voucher. The form is available at https://gov.texas.gov/organization/osfr/state_funded_dc_travel.~~

~~11. Traveler Responsibilities~~

- ~~a. Complete travel applications in advance of travel.~~
- ~~b. Complete travel vouchers within 15 days (if advance was received) or 30 days (no advance) of return.~~
- ~~c. Ensure reimbursement requests comply with federal regulations, sponsored project award terms and conditions, state law, and institutional policy.~~
- ~~d. Ensure reimbursement requests only include expenses actually incurred and reimbursable as set forth in this OP.~~
- ~~e. Promptly reimburse TTU when travel reimbursements exceed allowable amounts and/or amounts actually incurred. Failure to do so will result in future travel being suspended until the overpayment has been returned.~~

Formatted: Right: 0", Space Before: 0.1 pt, After: 0 pt



MIDWESTERN STATE UNIVERSITY

Operating Policies & Procedures Manual

University Operating Policy/Procedure (“OP”)

OP 70.07: International Travel

Approval Authority: President
Policy Type: University Operating Policy and Procedure
Policy Owner: ~~President~~ Vice President for Administration and Finance
Responsible Office: ~~Vice President for Administration and Finance~~ Business Office
Next Scheduled Review: 10/01/2028. This OP will be reviewed in October every three (3) years, or as needed, by the Vice President for Administration and Finance with revisions forwarded to the President.

I. Purpose

The purpose of this OP is to set forth the policies and procedures of Midwestern State University (“MSU” or “University”), a component institution of the Texas Tech University (“TTU”) System, for granting the approval of international travel to countries outside the United States.

II. Definitions

Refer to [MSU OP 70.01: Travel Authority and Definitions for MSU](#) ~~MSU OP 70.01: Travel Authority and Definitions for MSU~~, Section II.

Formatted: Default Paragraph Font, Font: (Default) Arial, 11 pt

III. Policy/Procedure

A. Authority

In accordance with § [660.024, Texas Government Code](#) (Vernon's Civil Statutes Supplement, 2002), all international travel by state employees on state business must be approved in advance and in writing by the chief administrator or designee. ~~The President of MSU has designated the Vice President for Administration and Finance as the final approver for international travel. The President must approve all international travel for MSU employees.~~ The approval process for official travel is activated by the submission of the ~~Pre-Approval (“PA”)~~ [Request for Travel Authorization \(RTA\)](#) in [Banner](#). Detailed instructions for completing the [PARTA form](#) are available on the [Business Office](#) webpage. The [PARTA](#) must be completed and submitted for all official travel, regardless of the funding source and amount of travel.

B. Approval of International Travel

All international travel requires approval by the [appropriate vice president and the president, provost through the Chrome River approval process](#). Please submit an [RTA-PA with the Affirmation, Waiver and Liability Release \(Link A\)](#) form attached to the PA at least ~~six~~ [three \(3\)](#) weeks prior to departure. Please review the section below on use of funds:

~~1.~~ State Accounts

~~Actual lodging and meal expenses are reimbursable on state funds, as per MSU-OP 70.05: Reimbursement of Travel Expenses guidelines on meal and lodging expenses. All other state business travel related expenses will be reimbursable with local funds as per guidelines in MSU OP 70.05.~~

~~2.~~ ~~1.~~ Local Accounts

Local funds may be used to reimburse all state business travel related expenses, as per guidelines set forth in [MSU OP 70.05: Reimbursement of Travel Expenses](#).

~~3.~~ ~~2.~~ Contracts and Grants

- a. When international travel expenses will be paid from [a](#) federal or state contract and/or grant funds, advanced approval from the [Office of Sponsored Programs and Research President's Office](#) as well as any other required approvals must be obtained and attached to the [PARTA](#). Such approval may be a letter from the appropriate grant administrator giving approval for use of funds for such travel or specific authorization for the travel may be stated in the approved grant or contract.
- b. It is the responsibility of the principal investigator or project director to secure all necessary approvals from the granting agency prior to submission of the [RTA-PA](#); failure to do so will result in disallowance of the travel expenses.

C. Travel Restrictions

1. Travel to countries listed as high risk by the U.S. Department of State is not permitted without approval. Travel warnings can be found at the [U.S. Department of State](#) website. For more details about pre-departure risk assessment, refer to [MSU OP 10.xx: Study Abroad Programs](#) [MSU OP 10.xx: Study Abroad Programs](#), Section 6.
2. Passports are required for international air travel for citizens of the United States, including Canada and Mexico. ~~Employees should contact the University's Center for International Studies for current information regarding passports.~~
3. The Fly America Act (49 U.S.C. 40118) mandates the use of U.S. flag air carriers when travelling internationally on federal funds. The [Fly America Act](#)

Formatted: Font color: Custom Color(24,45,74))

Formatted: Font: (Default) Times New Roman, 12 pt

Formatted: Normal, Indent: Left: 1.81", Hanging: 0.25", No bullets or numbering

Formatted: Font: (Default) Times New Roman, 12 pt, Font color: Custom Color(24,45,74))

Formatted: Font: (Default) Times New Roman, 12 pt

Formatted: Default Paragraph Font, Font: (Default) Arial, 11 pt

OP 70.07

[Waiver Checklist \(Link B\)](#) must be used by departments to determine and document whether air travel qualifies for a waiver of these restrictions. The completed checklist must accompany all travel vouchers for trips outside the contiguous United States using federal funds. In the event it is determined that the appropriate air carrier was not used, the expense may be denied or must be transferred to non-sponsored or non-state appropriated funds.

D. International Travel Insurance Program

Mandatory international travel insurance information is set forth in [MSU OP 70.xx: International Travel Insurance Program](#).

Formatted: Default Paragraph Font, Font: (Default) Arial, 11 pt

E. Reimbursement of Travel Expenditures

1. Itemized receipts are required for all international travel-related expenses and must be attached to the expense report to receive reimbursement. Reimbursement for international travel expenditures follows the same guidelines set forth in [MSU OP 70.05: Reimbursement of Travel Expenses](#).
2. State agencies may reimburse ~~passport or visa charges~~, airport boarding passes ~~and~~ departures taxes ~~and inoculations~~, in addition to reimbursements allowed under [MSU OP 70.05: Reimbursement of Travel Expenses](#).
3. Travel expenses incurred in a foreign currency must be converted to U.S. dollars using the currency converter link found on the travel office website ~~(under quick links)~~. Conversion documentation is required with the travel voucher and the date used for the conversion must be the date of the expense. Also, please note the current rate of exchange used on the ~~travel voucher~~ expense report.

Formatted: Default Paragraph Font, Font: (Default) Arial, 11 pt

Formatted: Default Paragraph Font, Font: (Default) Arial, 11 pt

IV. Related Statutes, Rules, Policies, Forms, and Websites

[Executive Order GA-48](#)—as amended and/or codified—requiring University and TTU System employees to submit a pre-travel notification and post-travel brief outlining details of any personal travel to a country on the U.S. Department of Commerce's foreign adversaries list under [15 C.F.R. § 791.4](#).

TTU System

~~TTU System Regents' Rule 07.09~~ [TTU System Regents' Rule 07.09](#) (Travel authorization, reimbursement, and institutional regulations)

Formatted: Default Paragraph Font, Font: (Default) Arial, 11 pt

Link: [Fly America Act Waiver Checklist](#)

TTU System Regulation 07.16.4 (Foreign Adversaries - Gifts and Travel/Policy – Personal Travel)

Link: [FOEREIGN ADVERSARY NATIONS TRAVEL FORM](#)

Field Code Changed

Link A: [Affirmation, Waiver and Liability Release](#)

OP 70.07

[Link B: Fly America Act Waiver Checklist](#)

MSU

[MSU OP 10.xx: Study Abroad Programs](#)MSU OP 10.xx: Study Abroad Programs, Section 6

[MSU OP 70.01: Travel Authority and Definitions for MSU](#)MSU OP 70.01: Travel Authority and Definitions for MSU

[MSU OP 70.05: Reimbursement of Travel Expenses](#)MSU OP 70.05: Reimbursement of Travel Expenses

[MSU OP 70.xx: International Travel Insurance Program](#)MSU OP 70.xx: International Travel Insurance Program

Formatted: Default Paragraph Font, Font: (Default) Arial, 11 pt

Formatted: Default Paragraph Font, Font: (Default) Arial, 11 pt

Formatted: Default Paragraph Font, Font: (Default) Arial, 11 pt

Formatted: Default Paragraph Font, Font: (Default) Arial, 11 pt

V. Responsible Office

Contact: [Vice President for Administration and Finance Business Office](#)
Phone: (940) 397-4237/4104
Email: chris.stovall@msutexas.edu bus.office@msutexas.edu

VI. Revision History

— 202_ : Approved and adopted by MSU President Stacia Haynie as Operating Policy/Procedure (“OP”) 70.07: International Travel.

Stacia Haynie, President
Midwestern State University

Date Signed: _____

TTUS Regents' Rule 07—Fiscal Management

~~07.09 Travel authorization, reimbursement, and institutional regulations.~~

~~07.09.1 Travel approval. Each component of the TTU system shall promulgate operating policies, procedures, rules and regulations governing employee travel in conformity with federal and state laws.~~

~~07.09.2 Board members' travel and other expenses.~~

~~a. All travel by board members that is paid from TTU system funds shall be for official business only.~~

Formatted: Right: 0", Space Before: 0.1 pt

OP 70.07

- ~~b. When traveling on official business, members of the board are authorized to be reimbursed from appropriated funds for the actual cost of:~~
- ~~(1) meals and lodging, subject to the rates and limitations established in statutory authority;~~
 - ~~(2) local transportation;~~
 - ~~(3) parking fees; and~~
 - ~~(4) airfare at the next lowest rate below first class, unless such a rate is not available.~~
- ~~e. When the board member's spouse is required to accompany the board member for a valid public purpose, as determined by the board member, the spouse's expenses shall be reimbursed from non-appropriated funds.~~
- ~~d. Vouchers for travel or other expenses of board members shall be prepared in the Office of the Board of Regents, forwarded to the Office of the Chief Financial Officer for review, and returned to the Office of the Board of Regents for further approval. Either the chair of the board or the chair of the Finance and Investments Committee must approve all vouchers for board members. A board member may not approve his or her own voucher.~~
- ~~e. Vouchers for reimbursements to board members for other expenses shall be processed in accordance with Subsection d. of this section. These expenses must be for a valid public purpose, as certified by the board member. Any extraordinary expenses must be approved in advance by either the chair of the board or the chair of the Finance and Investments Committee.~~
- ~~f. The vice chancellor and chief financial officer shall assure that expense vouchers for board members are audited annually.~~

~~07.09.4 Faculty, staff, and student travel. Each component institution shall develop and disseminate policies and procedures in operating manuals for travel of faculty, staff, and students that adhere to state and federal guidelines.~~

~~07.11 **Aircraft use and operation.** All TTU system staff, faculty, and students traveling on official business or activities shall use only those aircraft and aircraft operators that meet the requirements set forth below. The travel regulations contained in the state Appropriations Act and applicable state statutes shall be followed by the TTU system. Regardless of the source of funds, allowable reimbursements are established by the state Appropriations Act. In addition, TTU system employees are encouraged to be as conservative as possible in the use of air travel, using charter flights only when such flights are cost-effective or absolutely necessary.~~

OP 70.07

- ~~07.11.1 Air travel requirements. The TTU system shall only use aircraft and aircraft operators that are flightworthy and are certified and operate under Subchapters F & G, Parts 91, 119, 121, 125, or 135, as applicable, in Chapter 1, Federal Aviation Regulations, 14 Code of Federal Regulations (the "C.F.R."). In addition, all aircraft used pursuant to this provision must, at a minimum, be piloted by pilots that are fully qualified and insured in the aircraft being flown, possessing a commercial pilot certificate with instrument rating. All flights involving student travel must be piloted by two pilots.~~
- ~~07.11.2 Foreign air travel. Air travel to or in foreign countries by TTU system faculty, staff or students shall be arranged only through commercial air carriers regularly engaged in scheduled passenger air transportation.~~
- ~~07.11.3 Information requirement. With the exception of commercial, certified domestic and flag air carriers, aircraft operators shall provide the TTU system with the following information:~~
- ~~a. type of certificate;~~
 - ~~b. certificate number;~~
 - ~~c. date the certificate was issued;~~
 - ~~d. expiration date for the certificate;~~
 - ~~e. type and registration number of aircraft authorized;~~
 - ~~f. name of the Federal Aviation Administration Flight Standards Office having jurisdiction over the certificate holder; and~~
 - ~~g. schedule of insurance coverage in effect, showing insurance companies, policy numbers, type, amounts, period of coverage, and special conditions, exceptions and limitations.~~
- ~~07.11.4 Aircraft made available to the TTU system by other than commercial operations. Aircraft and crew made available to the TTU system by other than commercial operators must, as a minimum, qualify under all regulations regarding aircraft and crew outlined in 14 C.F.R., Chapter 1, Subchapter G, Part 91, and conform to the insurance provisions set forth in Section 07.11.5, Regents' Rules. In addition, all aircraft used pursuant to this provision to transport students must, at a minimum, contain a multi-turbo prop engine or jet engine and be piloted by two pilots who are fully qualified and insured in the aircraft being flown and who possess a commercial pilot certificate with instrument rating.~~
- ~~07.11.5 Insurance. Aircraft owners/operators must furnish a certificate of insurance to the TTU system as proof of at least \$300,000 coverage per passenger, or the minimum amount required by law, whichever is greater.~~

OP 70.07

~~07.11.6 Administrative requirements. The following are administrative requirements:~~

- ~~a. All flights involving leased or chartered aircraft, or aircraft made available to the TTU system pursuant to Section 07.11.4, Regents' Rules, must be approved in advance by the chancellor or the chancellor's designee.~~
- ~~b. All flights involving student travel, other than travel on commercial air carriers, must be approved in advance by the chancellor or the chancellor's designee.~~
- ~~c. The TTU system department arranging travel under Subdivision a. or b. of this subsection shall ensure that contracts and other appropriate documents are reviewed by the Office of the General Counsel prior to approval by the chancellor or the chancellor's designee.~~

~~07.11.7 Waiver. This policy may be waived by the prior written approval of the institution's chief academic officer for employees and graduate research assistants involved in research projects requiring aerial surveys. Such research projects must be supported by funded grants that have been approved by the Office of Research Services.~~

~~07.11.8 Aircraft piloted by TTU system personnel on official business. A TTU system employee may pilot an aircraft owned or leased by the employee for travel on official business and may be reimbursed for such travel in accordance with state regulations (see Chapter 660, Subchapter D, Texas Government Code). Any aircraft piloted by TTU system personnel for travel on official business must be maintained in accordance with all applicable Federal Aviation Regulations and shall have all instrumentation required for flying in the meteorological conditions then existing and as forecast. The pilot must be current and qualified in accordance with all applicable Federal Aviation Regulations for the type aircraft flown and for the meteorological conditions then existing and as forecast. No flight shall be piloted by TTU system personnel with other faculty, staff, students, prospective students, or guests aboard. Any TTU system personnel desiring to travel under this provision must execute a written release of liability releasing the TTU system from any and all liability associated with such travel.~~

TEXAS TECH UNIVERSITY

OPERATING POLICY AND PROCEDURE

OP 79.05: International Travel

DATE: February 10, 2022

PURPOSE: The purpose of this Operating Policy/Procedure (OP) is to set forth the policies and
International Travel

Formatted: None, Space Before: Auto, No widow/orphan control, Don't adjust space between Latin and Asian text, Don't adjust space between Asian text and numbers, Pattern: Clear

OP 70.07

procedures granting the approval of international travel to countries outside the United States.

REVIEW: This OP will be reviewed in November of odd-numbered years by the Section Manager of Travel Services and the Vice Provost for International Affairs with substantive revisions forwarded to the Chief Procurement Officer and the Senior Vice President for Administration & Finance and Chief Financial Officer.

POLICY/PROCEDURE

1. Authority

According to § 660.024, Texas Government Code (Vernon's Civil Statutes Supplement, 2002), all international travel by state employees on state business must be approved in advance and in writing by the Chief Executive Officer or an employee designated by the Chief Administrator. The President of Texas Tech University has delegated authority for this approval to the Office of International Affairs (OIA) for all faculty, staff, and students.

2. Approval of International Travel

International travel (including U.S. possessions, Canada, or Mexico) must be approved by OIA prior to the trip commencement to comply with federal Export Control Regulations. A Travel Application should be processed in the Travel System at least 30 days before departure. Once the Travel Application is submitted, OIA will receive an email notification and will approve via the Comments section in the Travel System. The traveler cannot obtain a transportation request (TR), travel advance, or receive reimbursement for their expenses until OIA approves their trip.

To comply with Federal Export Control regulations (see OP 74.10, Export Control), the following information is required when submitting the Travel Application:

- List of all destinations;
- Destination contacts;
- Destination affiliations; and
- Business equipment/supplies that will be taken with the traveler.

3. State Appropriated Funds

State appropriated funds (funds starting with 11, 12, 13, and 14) are not allowed for international travel expenditures.

4. Travel Restrictions

TTU will follow state policy by denying any request for travel to a nation that is subject to a travel warning issued by the United States Department of State. OIA will determine if a country is under such a travel warning.

5. Fly America Act

- a. The Fly America Act (49 U.S.C. 40118) mandates the use of U.S. flag air carriers when

OP 70.07

traveling internationally on federal funds (funds beginning with 21). Waiver information, certified air carriers, and additional information are available at <http://www.depts.ttu.edu/procurement/resources/training-and-work-aids/documents/travel-services/procurement-fly-america-act.pdf>.

b. Travel agencies should be used for international travel to ensure compliance with the Fly-America Act. See OP 79.06, Transportation Requests, for additional information on transportation requests.

6. Travel Accident Emergency Evacuation Insurance

TTU students, faculty, and staff are automatically covered by a comprehensive insurance plan when traveling in foreign countries on state business. This plan covers medical, travel, and security assistance should the need arise. For questions regarding the policy coverage prior to the departure date, the traveler should contact the Managing Director of the TTU System Office of Risk Management at 806.742.0242. Information about the plan can be found at <http://www.texastech.edu/offices/risk-management/international-travel.php>.

7. Reimbursement of Travel Expenditures

a. Meal and lodging expenses for travel may not exceed the amount actually incurred. Original, itemized receipts for meals may be submitted, or per diem may be claimed. The per diem rates used are the federal rates provided by the U.S. Department of State (http://aoprals.state.gov/content.asp?content_id=184&menu_id=78%20). Claims may not exceed the daily per diem rate without a completed Travel Exception Form (www.depts.ttu.edu/procurement/forms/documents/travel/procurement-travel-exception-form.pdf).

b. Food and entertainment expenses incurred must comply with OP 72.05, Expenditures for Official Functions, Business Meetings, and Entertainment.

c. Travel expenses incurred in a foreign currency must be converted to U.S. dollars. Conversion documentation is required with the travel voucher and the date used for the conversion must be the date of the expense. If the receipt is not in English, the key reimbursement information must be translated into English.

d. For specific details regarding the reimbursement of travel expenses to destinations outside the United States or its possessions, refer to OP 79.08, Reimbursement of Travel Expenses.

OP 70.07 International Travel

PURPOSE:

The purpose of this Operating Policy and Procedure (OP) is to set forth the policies and procedures granting the approval of international travel to countries outside the United States including Canada or Mexico.

REVIEW:

This OP will be reviewed June every five years, or as needed, by the purchasing and travel supervisor and the director of contracts and procurement with recommended revisions forwarded through the vice-president for finance and administration to the president as needed.

POLICY/PROCEDURE

1. Authority

Pursuant to § 660.024, *Texas Government Code* (Vernon's Civil Statutes Supplement, 2002), all international travel by state employees on state business must be approved in advance and in writing by the chief administrator or designee. The president has designated the provost as the final approver for international travel.

2. Approval of International Travel

All international travel requires approval by the provost through the Chrome River approval process. Please submit a *Pre Approval (PA)* with the *Affirmation, Waiver and Liability Release (Link A)* form attached to the PA at least six (6) weeks prior to departure. Please review the section below on use of funds:

A. State Accounts

Actual lodging and meal expenses are reimbursable on state funds, as per *Reimbursement of Travel Expenses, OP 70.04* guidelines on meal and lodging expenses. All other state business travel related expenses will be reimbursable with local funds—as per guidelines in *Reimbursement of Travel Expenses, OP 70.04*.

A. Local Accounts

Local funds may be used to reimburse all state business travel related expenses, as per guidelines set forth in *Reimbursement of Travel Expenses, OP 70.04*.

C. Contracts and Grants

1. When international travel expenses will be paid from federal or state contract and/or grant funds, advanced approval from the President's Office as well as any other required approvals must be obtained and attached to the PA. Such approval may be a letter from the appropriate grant administrator giving approval for use of funds for such travel or specific authorization for the travel may be stated in the approved grant or contract.
2. It is the responsibility of the principal investigator or project director to secure all necessary approvals from the granting agency prior to submission of the PA; failure to do so will result in disallowance of the travel expenses.

Formatted: Right: 0", Space Before: 0.1 pt, Don't adjust space between Latin and Asian text, Don't adjust space between Asian text and numbers

Formatted: Right: 0", Space Before: 0.1 pt, No widow/orphan control, Don't adjust space between Latin and Asian text, Don't adjust space between Asian text and numbers, Font Alignment: Auto, Pattern: Clear

3. Travel Restrictions

- A. ~~Travel to countries listed as high risk by the U.S. Department of State is not permitted without approval. Travel warnings can be found at the U.S. Department of State website. For more details about pre-departure risk assessment, refer to *Study Abroad Programs, OP 10.14, Section 6.*~~
- B. ~~Passports are required for international air travel for citizens of the United States, including Canada and Mexico. Employees should contact the University's Center for International Studies for current information regarding passports.~~
- C. ~~The Fly America Act (49 U.S.C. 40118) mandates the use of U.S. flag air carriers when travelling internationally on federal funds. The Fly America Act Waiver Checklist (Link B) must be used by departments to determine and document whether air travel qualifies for a waiver of these restrictions. The completed checklist must accompany all travel vouchers for trips outside the contiguous United States using federal funds. In the event it is determined that the appropriate air carrier was not used, the expense may be denied or must be transferred to non-sponsored or non-state appropriated funds.~~

4. International Travel Insurance Program

~~Mandatory international travel insurance information is set forth in *International Travel Insurance Program, OP 70.10.*~~

5. Reimbursement of Travel Expenditures

- A. ~~Itemized receipts are required for all international travel-related expenses and must be attached to the expense report to receive reimbursement. Reimbursement for international travel expenditures follows the same guidelines set forth in *Reimbursement of Travel Expenses, OP 70.04.*~~
- B. ~~State agencies may reimburse passport or visa charges, airport boarding passes, departures, taxes and inoculations, in addition to reimbursements allowed under *Reimbursement of Travel Expenses, OP 70.04.*~~
- C. ~~Travel expenses incurred in a foreign currency must be converted to U.S. dollars using the currency converter link found on the travel office website (under quick links). Conversion documentation is required with the travel voucher and the date used for the conversion must be the date of the expense. Also, please note the current rate of exchange used on the expense report.~~

~~Link A: *Affirmation, Waiver and Liability Release*~~

~~Link B: *Fly America Act Waiver Checklist*~~