

**TEXAS SOUTHERN UNIVERSITY**  
**MANUAL OF ADMINISTRATIVE POLICIES AND PROCEDURES**

**SECTION: Fiscal Affairs**

**NUMBER: 03.02.10**

**AREA: Procurement**

**SUBJECT: Travel Paid From State-Appropriated Funds**

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**I. PURPOSE AND SCOPE**

Travel by Texas Southern University faculty and staff, and by prospective employees, is restricted by State of Texas and federal regulations. This document is governed by the State of Texas Travel Regulations Act, the General Appropriations Act, and by official interpretation of the Travel Regulations Act as made by the State Comptroller of Public Accounts. This document highlights the primary points of these regulations and provides additional policies as they apply to the university.

This document is to be used in conjunction with Textravel (state travel laws and rules, provided by the Texas State Comptroller to state agencies and institutions of higher education) and the Texas State Travel Directory and other advisories.

For this document, "travel" includes all use of a vehicle between duty points undertaken on behalf of the university - whether outside or within the Houston city limits. These rules apply to all university travel paid or reimbursed from state-appropriated funds. See MAPP 03.02.11 for rules related to travel using local funds.

**II. POLICY STATEMENT**

All travel paid or reimbursed with state-appropriated funds must use state or university contracted travel service vendors, including travel agencies, airlines, hotels and car rental companies, unless otherwise indicated in this document or Textravel. All payments and reimbursements for state-funded travel must comply with the requirements of Textravel. All expenses must be reasonable and necessary for conducting university business during travel and travel must benefit teaching, research, and/or community service at the university.

**III. DEFINITIONS**

- A. Authority to Travel: The form used to request and authorize official university travel in advance of the trip. The Authority to Travel form may be downloaded at the following web address: <http://www.tsu.edu/pages/2575.asp>
- B. Centrally Billed Travel Card: Charge card contracted by the State of Texas that may be used to purchase airfare, lodging, rental car, registration fees, meals for the traveler, and other travel-related expenses for authorized university travel. Centrally Billed Travel Cards are only issued to university employees. They are issued in the name of the

employee, which maintains possession of the card, and billed to the university. Transactions are charged to the department's local cost center.

- C. City Pair: Cities between which university travel is undertaken.
- D. Continental United States: The 48 contiguous states of the United States located on the North American continent between Canada and Mexico (excludes Hawaii and Alaska).
- E. Contract Travel Agency: Travel agency under contract to the State of Texas or designated by the university to provide travel services to state and/or university employees and others traveling on university business.
- F. Contract Vendor: For this document, an airline, automobile rental agency, charge card, hotel/motel or travel agency with which the state or university has contracted to provide services.
- G. Designated Headquarters: The geographic location in which an employee's place of business is located. In most cases, Houston is designated headquarters for university employees.
- H. Duty Point: The location other than the employee's place of employment to which the employee travels to conduct official university business.
- I. Foreign Travel: Travel by university employees to/from all countries outside Canada, Mexico, the United States and U.S. possessions.
- J. Individual Travel Card: Charge card contracted by the State of Texas that may be used by qualifying university employees to purchase university business-related travel expenses. Individual travel cards are issued in the name of the employee, who is personally financially responsible for all charges. The university is responsible for reimbursing the employee for approved travel related expenditures.
- K. Official Business: Business required to properly perform the duties of the university position held, in accordance with the university's legal responsibilities. Official university business must relate to and benefit teaching, research, and/or community service at the university.
- L. Official Mileage: Mileage based on the shortest practical route between points as listed in the Texas Mileage Guide on the Comptroller's web site. The Internet address is: <http://www.window.state.tx.us/comptrol/texastra.html>.
- M. Official Travel Status: The time period between leaving and returning to designated headquarters for approved official travel.
- N. State-Appropriated Funds: Funds appropriated by the Texas Legislature in the General Appropriations Act, whether held inside or outside the State Treasury. Includes general

revenue, special line items, Higher Education Assistance Funds, Advanced Research Program/Advanced Technology Program funds, and other funds designated as "state."

- O. State of Texas Comptroller of Public Accounts (CPA): The State of Texas agency with authority and responsibility for regulating procurement and related business for all state agencies.
- P. Travel Coordinator: Person designated by the university to receive and disseminate information relative to the State Travel Management Program for compliance with State of Texas rules related to contracted travel services.
- Q. Travel Exemption Certification Form: The form required to document certain accepted conditions of non-use of state contract services. The Travel Exemption Certification Form can be found at the following web address:  
<http://www.tsu.edu/pages/2575.asp>
- R. Travel Voucher: The form used by employees and prospective employees to document all travel expenses and request reimbursement for any out-of-pocket travel expenses after the trip. Staff must use the Travel Voucher located at:  
<http://www.window.state.tx.us/fm/travel/>

#### IV. ADVANCED APPROVAL OF TRAVEL

- A. All travel paid or reimbursed with state-appropriated funds must be approved in advance for the following categories of travelers:
  - 1. Employees;
  - 2. Prospective employees and invited spouses, if applicable;

NOTE: Student travel may not be paid or reimbursed with state-appropriated funds.

- B. The Authority to Travel Form must include the following information:
  - 1. Identifying information for traveler and department contact.
  - 2. Classification of traveler (employee or prospective employee).
  - 3. City of departure and destination.
  - 4. Travel dates (departure and return).
  - 5. Trip purpose and University benefit.
  - 6. Estimated amount of travel expenses to be paid or reimbursed by the university, along with the university cost center(s) and account(s) to be charged.

7. If the traveler expects to be reimbursed for travel expenses from someone other than the university (e.g. conference host), this must be indicated on the Authority to Travel form. Supporting documentation (i.e. letter from host) should be attached to the travel request, if available.
8. The Authority to Travel form must be approved by the following individuals:
  - a. Traveler's supervisor or unit head paying for the travel expenses.
  - b. Person authorized to approve contract/grant expenditure, if applicable.
  - c. Certifying signatory for the cost center(s).
  - d. Appropriate vice president (or designee) for travel by employees or prospective employees to or from foreign countries other than Canada, Mexico, or Puerto Rico and other US possessions.
  - e. The President (or designee) for travel by employees or prospective employees to or from foreign countries other than Canada, Mexico, or Puerto Rico and other US possessions. The traveler is not authorized to begin the foreign trip until the President or designee has approved the Authority to Travel.

Note: Authority to Travel forms may be approved by signing and dating the printed document or by email. If approval is emailed, the email from the approver should contain the travel request document and indicate "approved" in the body of the email.

- C. For foreign travel, the traveler must obtain a specific statement for the appropriate vice president's approval prior to the trip, which describes the need for the trip and the benefit or expected benefit for the university. This statement may be included on the Authority to Travel or as an attachment if more space is needed. Following the trip, the traveler must submit an agenda to the appropriate vice president, as well as a trip report that describes the activities and meetings including those attending, and how the trip was beneficial to the university. Conference programs or other documentation are to be provided in support of the statement. In a similar manner, senior administrators who report directly to the president shall provide a detailed statement and agenda for foreign travel expected.

#### V. NOTIFICATION OF TRAVEL TO WASHINGTON, D.C.

In addition to obtaining advance approval on the Authority to Travel, the following procedures must be followed for travel to Washington, D.C., on state-appropriated funds:

- A. The Office of State-Federal Relations must be notified of (not approve) travel to Washington, D.C., no later than seven (7) calendar days before travel begins. The responsible unit must complete the Report of State Agency Travel to Washington, D.C., at the following web address: <http://www.osfr.state.tx.us>.

- B. When the information has been submitted online, a confirmation page will be created, which must be printed and attached to the Authority to Travel form before it is routed for approval.
- C. If notification is not given within seven (7) days of departure, a letter of explanation must be faxed to the Office of State-Federal Relations at (512) 463-1984. This letter must also be attached to the Authority to Travel before it is routed for approval.

## VI. USE OF CONTRACTED TRAVEL VENDORS

### A. Types of Contracted Services

To provide timely and efficient travel services and generate cost savings to state agencies, the State of Texas contracts with travel vendors. Official university travel paid or reimbursed from state-appropriated funds must use state or university contracted vendors, when available, for the following types of services:

1. Travel charge card (used to purchase airfare, may also be used to make other travel-related expenditures; personal credit cards may be used to purchase any travel expenditure other than airfare);
2. Travel agencies used to purchase airfare;
3. Airfare;
4. Lodging;
5. Rental cars;

Names and rates of current contracted travel vendors for airfare, lodging and rental cars are available at: <http://cpa.state.tx.us/procurement/prog/stmp/>.

### B. Documentation of Non-Use of Contracted Travel Vendors

1. When travel arrangements are made through the contracted travel agency, the travel agency will document and report exceptions to using contracted vendors to the State.
2. Other acceptable conditions of non-use of contracted travel vendors will require the completion of a Travel exemption certification Form available online at: <http://www.tsu.edu/pages/2575.asp>. The form list acceptable conditions of non-use of contracted travel services.
3. State contracted travel services cannot be purchased for independent contractors.

## VII. STATE HOTEL OCCUPANCY TAXES FOR LODGING IN TEXAS

### A. Claiming Exemption

University employees are exempt from the state portion of hotel occupancy taxes when traveling on official university business in Texas. The following procedures should be used to claim exemption from those taxes:

1. The employee should present a Texas Hotel Occupancy Tax Exemption Certificate to the Texas hotel or motel at the time of check-in. A certificate for university employees is available at: <http://www.tsu.edu/pages/2575.asp>.
2. The employee should verify that they are not charged for the state portion of hotel occupancy taxes (6 percent) at the time of checkout.

**B. Claiming Reimbursement**

If the Texas hotel or motel refuses to honor the Exemption Certificate, the employee may be reimbursed for the state hotel occupancy tax as follows:

1. The employee provides the name, address and phone number (if available) of the Texas hotel/motel that refused the certificate.
2. The employee faxes or emails the above information and the following or similar statement to the Travel Coordinator: “[name of hotel] refused to honor Texas Hotel Occupancy Tax Exemption Certificate on [date].”
3. The Travel Coordinator signs the statement and faxes it back to the employee or returns the email indicating approval.
4. The Travel Coordinator notifies the Comptroller’s Office that the Texas hotel or motel refused to honor the Exemption Certificate.

Employees may not be reimbursed for state hotel occupancy tax with state funds if they did not properly present the Exemption Certificate to the hotel. Nonemployees are not exempt from the state hotel occupancy tax and should be reimbursed for this expense without explanation.

**VIII. TRAVEL ARRANGEMENTS**

**A. Airfare**

Airfare may be purchased with state-appropriated funds in one of the following ways:

1. Airfare charged directly to the Centrally Billed /Department Travel Card.

The person making the travel arrangement must verify that that-contracted airfare is purchased, if available. A list of contracted airfares may be found at: <http://cpa.state.tx.us/procurement/prog/stmp/>.

If the trip is later cancelled or not approved by a higher administrative authority (e.g. supervisor, Vice President), the airfare should be refunded to the Centrally Billed Travel

Card. If non-refundable airfare is cancelled, the original charge should be moved to a local, non-state cost center.

2. Airfare charged to an employee's individual travel card either by (a) using the contracted travel agency or (b) purchasing contracted airfare directly from the airline. If non-state-contracted airfare is purchased, the Travel Exemption Certification Form is required. The form is available on-line at: <http://www.tsu.edu/pages/2575.asp>
3. Airfare purchased by a non-employee. State-contracted airfare is not available to non-employees who purchase their own airfare.
4. Airfare purchased by a non-contracted travel agency. If the purchase meets acceptable condition(s) of non-use of contracted travel services, the Travel Exemption Certification form is required. <http://www.tsu.edu/pages/2575.asp>
5. All airfare must be purchased at the lowest price available (i.e. coach class). No-cost upgrades to business class or first class airfare are acceptable, as long as the airfare receipt provided by the airline or travel agency clearly indicates that there is no additional cost for the upgrade.

B. Hotels

Lodging may be purchased in one of the following ways:

1. State-contracted hotel room charged to an employee's Individual Travel Card or personal credit card. Lodging may be arranged by the traveler or through a contracted travel agency. The person making the travel arrangements must verify that a state-contracted hotel room is purchased, if available. A list of contracted hotels is available at: <http://cpa.state.tx.us/procurement/prog/stmp/>.
2. Non-contracted hotel room charged to an employee's Individual Travel Card or personal credit card. If the purchase meets acceptable condition(s) of non-use of contracted travel services, the Travel Exemption Certification form is required. The form is available at: <http://www.tsu.edu/pages/2575.asp>.
3. Non-contracted hotel room charged to a prospective employee's personal credit card. Requires a Travel Exemption Certification Form. The form is available at: <http://www/tsu.edu/pages/2575.asp>.

C. Rental Car

State-contracted rental car costs include liability and loss/damage waiver insurance in the base rate, while non-contracted rental car costs do not. If a non-contracted rental car company is used, it is the traveler's responsibility to obtain the proper insurance coverage.

Rental cars may be obtained for university travel in one of the following ways:

1. State-contracted rental car charged to an employee's Individual Travel Card or personal credit card. The reservation may be made by the traveler or through a contracted travel agency. The person making the travel arrangements must verify that a state-contracted rate is charged by the contracted rental car company, if available. A list of contracted rental car companies may be found at: <http://cpa.state.tx.us/procurement/prog/stmp/>.
2. Non-contracted rental car charged to an employee's Individual Travel Card or personal credit card. If the purchase meets acceptable condition(s) of non-use of contracted travel services, the Travel Exemption Certification Form is required <http://www.tsu.edu/pages/2575.asp>
3. Non-contracted rental car charged to a prospective employee's personal credit card. Requires a Travel Exemption Certification Form, available at <http://www.tsu.edu/pages/2575.asp>

IX. TRAVEL REIMBURSEMENTS

- A. No more than one travel reimbursement voucher should be processed for each business trip.
- B. Form to Request Reimbursement  
A State Travel Voucher and other forms approved by the Travel Coordinator are required to reimburse (1) employees and (2) prospective employees for travel expenses.
- C. Deadline for Submission of Travel Voucher
  1. Employees and prospective employees must submit their request for reimbursement, including required documentation, to the department business office no later than sixty (60) days after travel is completed. Request submitted after sixty (60) days may not be forwarded to the Travel Coordinator for reimbursement, unless approved by the appropriate division vice president.
  2. In accordance with the Internal Revenue Service regulations, all reimbursement requests submitted after the above deadline will be treated as taxable income to the payee. These vouchers must be routed to Human Resources and must include a completed Taxable Payments or Reimbursements to Employees form. On the form, "Other Taxable Wage benefits" should be indicated, but the voucher should contain the appropriate accounts that describe the expenses (not account for Other Taxable Wage Benefits).
  3. The department should make every effort to submit vouchers for employee and prospective employee travel reimbursements to the Travel Coordinator as soon as possible, but not later than fifteen (15) days following receipt of all required documentation from the traveler.



D. Reimbursement Rules and Documentation

1. State-funded travel reimbursement rules and documentation requirements, which are contained in Textravel are too lengthy to be listed here. However, Textravel, may be found at: <http://fmx.cpa.state.tx.us/fmx/travel/textravel/index.php>.
2. For overnight travel I Texas and out-of-state travel (i.e. outside Texas but inside the continental US), a traveler must claim the actual meals and lodging expenses not to exceed the federal travel rates indicated for the travel destination (see U.S. General Services Administration website at: [http://www.gsa.gov/Portal/gsa/ep/contentView.do?contentType=GSA\\_BASIC&contentId=17943](http://www.gsa.gov/Portal/gsa/ep/contentView.do?contentType=GSA_BASIC&contentId=17943)). Itemized receipts are required for lodging.
3. For travel outside of the continental US (including Alaska, Hawaii, Canada, Mexico, and other countries). A traveler will be reimbursed based on actual meals and lodging expenses. If the actual meal expenses exceed the federal travel rates indicated for the travel destination (see U.S. General Services Administration website at: [http://www.gsa.gov/Portal/gsa/ep/contentView.do?contentType=GSA\\_BASIC&contentId=17943](http://www.gsa.gov/Portal/gsa/ep/contentView.do?contentType=GSA_BASIC&contentId=17943)). Itemized receipts must be provided. Itemized receipts are always required for lodging expenses.
4. Though Textravel permits reimbursement of non-overnight meals under certain circumstances, Texas Southern University travelers will not be reimbursed for non-overnight meals because of an Internal Revenue Service requirement that these reimbursements be considered taxable income. However meal expenses incurred by prospective employees during non-overnight travel may be reimbursed.
5. Travelers are responsible for knowing the state-funded travel rules. Personnel who prepare and approve Travel Vouchers are responsible for knowing and following the documentation requirements listed in Textravel. Questions regarding travel reimbursements should be directed to the Travel Coordinator.

X. COMPLETING THE TRAVEL VOUCHER

- A. The following information, if applicable, must be completed on the front of the Travel Voucher:
1. Agency number (i.e. 717 for Texas Southern University)
  2. Agency name (i.e. Texas Southern University)
  3. Traveler (payee) name
  4. Traveler job title
  5. Designated headquarters for traveler (i.e. Houston for most travelers)

6. Authority to Travel number, if applicable
  7. Trip dates (departure and return)
  8. Destination (city and state or city and country)
  9. An itemization of expenses for in-state or out-of state travel, whether paid by the traveler or directly billed to the university
  10. The following items must be subtracted from total travel expenses:
    - a. Expenses billed centrally to the university;
    - b. Expenses paid using local funds;
    - c. Other expenses that will not be reimbursed due to departmental discretion
  11. The original signature of the traveler and date signed must appear on the Travel Voucher
- B. The following information, if applicable, must be completed on page two of the Travel Voucher:
1. The date and time of departure and return from travel, if claiming meal or lodging expenses. If flying, the departure time is when a traveler is required to be at the airport to board an airplane. The return time is when the flight actually returns to designated headquarters (i.e. lands in Houston for university employees).
  2. The amount of meal and/or lodging expenses claimed each day of travel. In the in-state or out-of-state section, each day's expenses must be entered on a separate row in the column for meals or lodging not to exceed the maximum rate. The sum of meal and lodging expenses for each day must be entered in the total column and that column must be totaled as well.
  3. The destination, travel purpose and benefit to the university must be noted.
  4. Public transportation (airfare, taxi, bus, train) must be itemized with applicable dates in the left hand column.
  5. Personal care mileage must be itemized point-to-point with applicable dates in the left hand column (attach a separate page, if necessary).
  6. The total mileage claimed must be entered in the box on the right hand side of the voucher.
- C. Documentation for the Travel Voucher  
In addition to the Travel Voucher, the following documentation must be attached (see Textravel for additional information):

1. Original receipts for:
    - a. Traveler-paid airfare (airline ticket stub, unless "ticketless" travel; travel agent's or airline's invoice/itinerary)
    - b. Traveler-paid rental car (itemized receipt)
    - c. Traveler-paid hotel (itemized receipt)
    - d. Incidental expense transactions that exceed \$75.00 (itemized receipt)
  2. Receipts in a foreign currency must be converted to U.S. dollars and the exchange rate must be indicated.
  3. Itinerary from travel agency, if ticketless travel and/or airfare were purchased through a university-contracted travel agency.
  4. Registration receipt or other proof of payment, if applicable.
  5. For non-foreign travel, daily itinerary of meetings attended or conference program that support the business purpose of the trip is required. For foreign travel, copy of the agenda and trip report submitted to the appropriate vice president or president, as described in paragraph IV.C.
  6. Copy of approved Authority to Travel and any attachments explaining the purpose/benefit of the trip. If approved by email, attach a copy of the approving emails along with the printed Authority to Travel.
  7. Copy of Travel Voucher used to pay some of the travel expenses on a local-fund cost center, if applicable.
  8. For travel to Washington, D.C., copy of the confirmation page for submitting the Report of State Agency Travel to Washington, D.C., to the Office of State-Federal Relations and any related documentation.
  9. For state hotel occupancy tax charged by a Texas hotel or motel, copy of statement approved by the Travel Coordinator that the hotel/motel refused to honor the Exemption Certificate.
- D. If airfare charged to the Department Travel Card is the only travel expense incurred, the department will note this on the Authority to Travel form.
- E. Accounting for third-party travel reimbursements to employees
1. If a third-party reimbursement is received before the employee signs the Travel Voucher, expenses related to the reimbursement should be included in the expenditure detail and the reimbursement should be deducted from the total line on the Travel Voucher.

2. If the third-party reimbursement is received after the employee signs the Travel Voucher, travel expenses covered by the third-party reimbursement should be included in the expenditure detail and paid to the employee. A personal check from the employee for the amount of the third-party reimbursement must be deposited into the appropriate university cost center and account within ten (10) days of receipt of the third-party reimbursement.

#### XI. CASH ADVANCES ON STATE FUNDS

Cash advances are paid and cleared on the university clearing account. See MAPP 03.02.11 for travel advance instructions for local funds.

#### XII. TRAVEL-RELATED INSURANCE

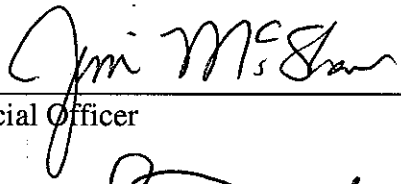
- A. Travel must be approved in advance to ensure travelers are covered under the University insurance and worker's compensation programs and to provide legal protection as they perform official duties.
- B. Under the university travel accident policy, full-time employees (defined as having a 30-hour or greater work week) are insured in the amount of five (5) times their annual salary up to \$250,000 against accidental loss of life or dismemberment when traveling on official university business. Coverage applies to students who are employed by the university thirty (30) hours or more per week (property damage and liability is not covered).
- C. In addition, the individual travel card vendor provides \$500,000 portal-to-portal travel insurance when the airfare is charged to the State Department Travel Card or to the traveler's Individual Travel Card. Also, the contracted travel agencies may provide additional insurance benefits for business travelers.
- D. State-contracted rental cars include liability insurance and the collision damage waiver in the contracted price. However, they are not generally included in the price of non-contracted rental cars. Therefore, travelers should purchase liability insurance, unless covered by their own car insurance, and the collision damage waiver for non-contracted rental cars. Total cost may not exceed the cost of state contracted rental car that includes the liability insurance and the LDW.
- E. An Authority to Travel is not required for insurance purposes when travel is limited to the Houston area (i.e., for intercity mileage). However, it should be evident that the employee was driving to or from a university-related meeting.

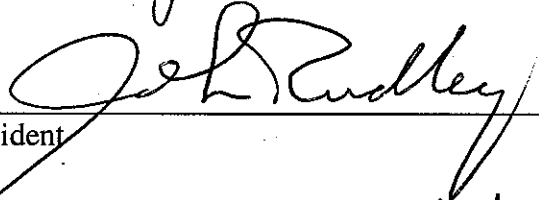
#### XIII. REVIEW AND RESPONSIBILITY

Responsible Party: Executive Director of Procurement Services

Review: Every three years, on or before June 1

XIV. APPROVAL

  
\_\_\_\_\_  
Chief Financial Officer

  
\_\_\_\_\_  
President

Date of President's Approval: 7/21/10