

TEXAS SOUTHERN UNIVERSITY
MANUAL OF ADMINISTRATIVE POLICIES AND PROCEDURES

SECTION: Fiscal Affairs

NUMBER: 03.02.11

AREA: Procurement

SUBJECT: Travel Paid From Local Fund

I. PURPOSE AND SCOPE

Travel by Texas Southern University faculty and staff, and by individuals not employed by the institution who are traveling on official university business, is restricted by State of Texas and federal regulations. This document highlights the primary points of these regulations and provides additional policies and procedures as they apply to the university.

This policy provides guidelines for all university travel and non-overnight mileage paid or reimbursed from local (not state-appropriated) funds.

II. POLICY STATEMENT

Travelers paid or reimbursed by local university funds must use those travel vendors that will provide the services required at the lowest possible price. All expenses must be reasonable and necessary for conducting university business during travel, as determined by the traveler's supervisor, and the travel must benefit the university.

III. DEFINITIONS

- A. Authority to Travel: The form used to authorize and request official university travel in advance of the trip. Not required for non-overnight intercity mileage, parking, tolls, or other transportation expenses within the Houston metropolitan area. The Authority to Travel form is located at: <http://www.tsu.edu/pages/2575/asp>.
- B. Cash Advance Application: Form required when requesting a cash advance. Only available for student. Available online at: <http://www/tsu.edu/pages/2575.asp>.
- C. 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 certain 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.
- D. City Pair: Cities between which university travel is undertaken.
- E. Continental United States: The forty-eight (48) contiguous state of the United States

located on the North American continent between Canada and Mexico (excludes Hawaii and Alaska).

- F. Contract Travel Agency: Travel agency under contract to the State of Texas or designated by Texas Southern University to provide travel services to state and/or university employees, students and others traveling on university business.
- G. 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 or designated to provide services.
- H. Department travel Card: Charge card contracted by the State of Texas that may be used to purchase airfare, lodging, rental car, registration fees, and other centrally billed travel expenses for authorized university travel. Department Travel Cards are issued in the name of the department, which maintains possession of the card, and billed to the university. Transactions are charged to the department's local cost center.
- I. Designated Headquarters: The geographic location in which the employee's place of business is located. In most cases, Houston is designated headquarters for Texas Southern University employees.
- J. Duty Point: The location other than the employee's place of employment to which the employee travels to conduct official university business.
- K. Foreign Travel: Includes travel by university employees and prospective employees to or from all countries outside Canada, Mexico, the United States and U.S. territories and possessions.
- L. 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.
- M. Local Funds: Funds collected at the university for goods or services, provided by non-state grants or contracts, or provided by donors, as opposed to funds appropriated by the Texas Legislature in the General Appropriations Act General Appropriations Act.
- N. Mileage Report: Form that may be used to record and request reimbursement for local, intercity mileage, parking and tolls. This form is not needed for mileage between the university and a Houston airport or for parking and tolls incurred as part of an out-of-town trip. Two versions of the form are available: one requires the address of departure and destination and the other requires beginning and ending odometer readings. Both versions may be found at the following web address <http://www.tsu.edu/pages/2575.asp>

- O. Multiple User Department 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. Multiple User cards are issued in the name of the department, but signed out to travelers without an Individual Travel Card for specific trips. All charges are billed to the university, and the card is returned to the department after the trip. Custodian of the Multiple User Department Travel Card must maintain a log to record distribution/receipt of the card. Transactions are charged to the department's default local cost center.
- P. Official Business: Business required to perform the duties of the university position held, in accordance with the legal responsibilities of the university.
- Q. Official Travel Status: The time period between leaving and returning to designated headquarters for approved official travel.
- R. 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 (HEAF), Advanced Research Program/Advanced Technology Program (ARP/ATP) funds, and other funds designated as "state" funds.
- S. State of Texas Comptroller of Public Accounts (CPA): The State of Texas agency with authority and responsibility for regulating procurement and travel for state agencies.
- T. 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 for contract travel services.
- U. Travel Voucher: The form used to document local-funded travel and request reimbursement for out-of-pocket travel expenses. The Travel Voucher is located at the following web address: <https://fm.x.cpa.state.tx.us/fm/travel/index.php>
- V. University Guest: An individual who voluntarily and without compensation provides recognition or support to the university in contribution to the university's mission. This person may be a donor, potential donor, volunteer, or community, government, university or corporate official. It does not include current faculty, staff, or students of the university or persons paid an honorarium or a fee for contracted services.

IV. ADVANCED APPROVAL OF TRAVEL

- A. All travel paid or reimbursed with local funds must be approved in advance on an Authority to Travel form for the following categories of travelers:
 - 1. Employees;

2. Prospective employees and invited spouses, if applicable;
3. Students

B. The Authority to Travel form must include the following information:

1. Identifying information for traveler and department contact
2. Classification of traveler (employee, prospective employee, or other)
3. City of departure and destination
4. Travel dates (departure and return)
5. Trip purpose and university benefit, which must involve teaching, research and/or community service
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 Authority to Travel form, 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) on the Authority to Travel form.

Note: Authority to Travel Requests 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 Authority to Travel form 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.

- D. Non-overnight mileage, parking, tolls, or other transportation expenses within the Houston metropolitan area that are paid with local funds do not require advanced approval on an Authority to Travel form. These reimbursements should be processed on a travel voucher.

V. 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 local funds is not required to utilize state contracted vendors. However, contracted vendors are available and may be used for the following services; if the traveler determines it is in the university's best interest:

1. Travel charge cards.
2. Travel agencies.
3. Airfare.
4. Hotels.
5. Rental cars.

- B. Names and rates of current contracted travel vendors are available at: <http://cpa.state.tx.us/procurement/prog/stmp/>. State-contracted airfare may only be obtained by using the state-issued Department Travel Card, Individual Travel Card, or Multiple User Department Travel Card. State contracted rates for lodging and rental car may be obtained with or without state issued credit cards. State-contracted rates are not available to contractors paid a fee for services.

VI. 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 procedure 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. The Certificate may be downloaded at: <http://www/tsu.edu/pages/2575/asp>
2. Employees should verify that they are not charged for the state portion of hotel occupancy taxes (6 percent tax) at the time of checkout.

B. Claiming Reimbursement

1. If the employee failed to provide the Exemption Certificate or if the certificate was not honored by the hotel, the employee can be reimbursed for the state hotel occupancy tax without explanation. Note that federal grants or contracts may not permit reimbursement of the state hotel occupancy tax when the traveler should have been exempt from paying it.
2. If the hotel refused to honor the Exemption Certificate, the traveler should report this to the Travel Coordinator, who will notify the Comptroller's Office.

VII. TRAVEL ARRANGEMENTS

- A. No more than one (1) travel reimbursement voucher should be processed for each business trip.
- B. Airfare must be purchased at the lowest price available (i.e. coach class)
- C. Travel expenditures by Vice Presidents and higher may exceed the limits listed below; however, they shall not be lavish.

VIII. TRAVEL REIMBURSEMENTS

- A. No more than one (1) travel reimbursement voucher should be processed for each business trip.
- B. Form to Request Reimbursement
 1. A Travel Voucher or other form approved by the Travel Coordinator is required to reimburse: (a) employees, (b) prospective employees, or (c) students.
 2. A Travel Voucher is not required to reimburse (a) contractors and (b) guests of the university for travel expenses.
- C. Deadline for Submission of Travel Reimbursements
 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.

2. Requests for non-overnight transportation reimbursement (local funds only) must be submitted to the department business office no more than one (1) calendar year after the date of the first non-overnight transportation expense incurred. Note that the non-overnight transportation expenses are not considered a travel expense and should be processed on a regular non-travel voucher.
3. Reimbursement requests submitted to the department after the above deadlines may not be forwarded to the Travel Coordinator for reimbursement unless approved by the appropriate division vice president.
4. 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" (Payroll Earnings Code 443) should be indicated, but the voucher should contain the appropriate accounts that describe the expenses (not account for Other Taxable Wage Benefits).
5. The department should make every effort to submit vouchers for employee, prospective employee, and student travel reimbursements to the Travel Coordinator as soon as possible but no later than fifteen (15) days following receipt of all required documentation from the traveler.

D. Non-Overnight Meals

1. Employees:

Meal expenses incurred during non-overnight travel are not reimbursable due to the Internal Revenue Service requirement that these reimbursements be considered a taxable fringe benefit.

2. Prospective Employees and Students:

Meal expenses incurred by prospective employees and students (non-employees) during non-overnight travel may be reimbursed based on itemized receipts. Such expenses should not be lavish or extravagant in view of circumstances.

E. Overnight Meals and Lodging

1. Overnight Travel to Texas Destinations:

Actual meal and lodging expenses combined shall not exceed \$220.00 per day. The Travel Exception form must be approved in advance for estimated expenditures exceeding the limit. Meal reimbursements will not exceed the federal rate for meals indicated for the travel destination (see General Services Administration website at:

http://www.gsa.gov/Portal/gsa/ep/contentView.do?contentType=GSA_BASIC&contentId=17943). Itemized receipts are always required for lodging.

2. Overnight Travel to Destinations Outside of Texas but within the continental United States (Lower 48 States): Actual meal and lodging expenses combined shall not exceed \$280 per day. The Travel Exception form must be approved in advance for estimated expenditures exceeding the limit. Meal reimbursements will not exceed the federal travel rate for meals indicated for the travel destination (see General Services Administration website at: http://www.gsa.gov/Portal/gsa/ep/contentView.do?contentType=GSA_BASIC&contentId=17943). Itemized receipts are always required for lodging.
3. Overnight Travel to Destinations Outside of the Continental United States: Actual meal and lodging expenses shall not exceed the higher amount of \$325 per day or the amount listed in the federal travel rates indicated for the travel destination (see General Services Administration website at: http://www.gsa.gov/Portal/gsa/ep/contentView.do?contentType=GSA_BASIC&contentId=17943). Meal expenses that exceed the federal travel rate for the travel destination must be supported by itemized receipts. Itemized receipts are always required for lodging. Within the above limits, travelers may only be reimbursed up to the amount actually expended.

F. Rental Car

It is recommended that State-contracted vendors should be utilized for car rentals. The 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, Departmental Travel Card or Centrally Billed Travel 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, Departmental Travel Card or Centrally Billed Travel Card: If the purchase meets acceptable condition(s) of non-use of contracted travel services, the Travel Exemption Certification Form is required. The form may be retrieved at: <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>

G. Alcoholic Beverages

1. Alcoholic beverages, if allowed by the department, cannot be purchased during normal business hours by employees.
2. Alcohol beverages cannot be charged to tuition, sponsored project, federal indirect cost, or Athletic cost centers.
3. Expenditures for an alcoholic beverage must be itemized and provided with the appropriate account number.

H. Business Meals While Traveling

1. Discussion of university-related business during a meal in which the university employee paid for the other person's meal may be reimbursed as a business meal expense on a local voucher.
2. Business meal, beverages, tax, and gratuity, shall not exceed \$100 per person. No exception will be made.
3. For additional information for required documentation, approvals and fund restrictions see MAPP 03.07.04 – Official Functions and Discretionary Expenditures.

I. Mileage

1. Mileage in a personal (not rented or university-owned or leased) vehicle while on university travel may be reimbursed. The current state mileage reimbursement rate for travel can be obtained at:
<http://www.window.state.tx.us/comptrol/texastra.html>. The number of miles may be calculated using the Texas Mileage Guide, other web-based map service, or the traveler's odometer readings. The Texas Mileage Guide provides the state's official mileage between various cities, airports, and other locations in Texas, New Mexico, Oklahoma, Arkansas and Louisiana. The Mileage Guide is located at: <http://www.window.state.tx.us/comptrol/texastra.html>.
2. The driver must provide a point-to-point itemization of locations driven. The Mileage Report may be used to itemize mileage other than mileage between the university campus and Bush Intercontinental or Hobby airport. The Mileage Report can be completed with addresses or odometer readings and is located at the following web address: <http://www.tsu.edu/pages/2575.asp>

J. Registration Fees

Registration fees can be paid directly to sponsoring organizations in advance by direct payment voucher, by one of the various Travel Cards, P-Card, or reimbursed to the traveler. The traveler may be reimbursed for registration fees prior to a trip on a direct payment voucher or after the trip on a travel voucher, along with other travel expenses. Proof of payment (i.e., receipt, cancelled check, credit card

statement) must be provided for reimbursement of registration fees.

If registration fees are reimbursed prior to a conference and the traveler does not attend, the traveler must repay the university the same amount refunded by the conference. The traveler should notify the conference and the department of the trip cancellation as early as possible. Repayments to the university should be made immediately following receipt of a conference refund, if applicable.

K. Incidental Expenses

Incidental expenses must be itemized on the Travel Voucher. Receipts are not required for incidental expenses unless an individual expense exceeds \$75.00.

Reimbursable incidental expenses on local funds include:

1. Hotel occupancy or similar taxes.
2. Telephone calls (only related to university business).
3. Gasoline charges when rented or university-owned or university-leased motor vehicles are used.
4. Toll charges.
5. Repair charges when a university-owned motor vehicle is used.
6. Copying charges.
7. Passport or visa charges, departure taxes, and inoculations for foreign travel.
8. Postage.
9. Notary fees.
10. Charges to exchange U.S. currency for foreign currency and vice versa. The exchange rate used for conversion of monies must be stated.
11. Travelers check charges.
12. Mandatory charges by a commercial lodging establishment other than the room rate.
13. Books or documents purchased for and while attending a seminar or conference.
14. Tips for baggage handling or other services where it is customary to tip. Discretion must be used to ensure tips are given only in appropriate

circumstances and for appropriate amounts, not to exceed twenty (20%) percent of the amount charged. However, if meals are reimbursed by M&IE per diem, tips for baggage handling may not be reimbursed separately, since M&IE per diem already includes an allowance for baggage handling tips.

15. Facsimile charges.

16. Parking.

17. Laundry and dry cleaning expenses incurred during travel for a trip lasting longer than six (6) days. However, if meals are reimbursed by M&IE per diem, laundry and dry cleaning expenses may not be reimbursed separately, since M&IE per diem already includes an allowance for laundry and dry cleaning.

L. Non-reimbursable travel expenses include, but are not limited to:

1. Movies (in a hotel or theater), sporting events, concerts, and plays.
2. Expenses involving only the consumption of alcoholic beverages (i.e. without food).
3. Any expense not relating to official university business.
4. The portion of any expense considered lavish, extravagant, or unnecessary to accomplish university business in view of the circumstances.
5. Expenses attributable to other employees (e.g. meals, lodging, airfare, etc.). However, rental cards and taxi fares may be reimbursed to one employee, though more than one employee uses the same rental car or taxi. Any exceptions to this restriction must be clearly documented and an explanation provided as to why it was necessary to pay for someone else's expenses.

M. Accounting for third-party travel reimbursements to students and employees

If a student or employee is reimbursed for travel expenses by a third party (e.g., host of a conference), they must deposit the reimbursement check (or personal check made payable to university for the same amount) into the appropriate university cost center and account immediately upon receipt using a Journal Entry.

IX. COMPLETING THE TRAVEL VOUCHER

A. The following information, if applicable, must be completed on the Travel Voucher:

1. Traveler's name.
2. Dates of travel.

3. Amount expended during each day in the appropriate expense categories.
4. Amount of travel advance, third-party reimbursement, or disallowed travel expense, if any.
5. Signature or employee or student who is being reimbursed (other travelers are not required to sign).
6. If the actual cost of the trip on the Travel Voucher exceeds the estimated cost of the trip on the Authority to Travel form by more than ten (10) percent, the Travel Voucher must be approved by the traveler's supervisor or unit head. This approval may be in the form of a signature on the Travel Voucher or in an email from the supervisor or unit head.

If the actual cost of the trip is 110 percent of the estimated cost of the trip on the Authority to Travel or less, the supervisor or unit head does not need to approve the Travel Voucher.

7. Any comments needed to provide additional information about the trip (optional).

B. Travel Voucher Documentation

The following documentation, if applicable, must be attached to the Travel Voucher:

1. 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). Lodging receipts should include the following information: (a) name and location of hotel, (b) dates lodged, and (c) separate amounts for charges such as lodging, hotel occupancy taxes, meals and telephone calls. For purposes of assigning the correct account, lodging expenses do not include hotel occupancy taxes or phone call, which are considered incidental expenses.
 - d. Traveler-paid meal expenses when actual meal expenses are claimed (itemized receipt).
 - e. Incidental expenses transactions that exceed seventy-five (\$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 airfare was billed directly to the university.
4. Registration confirmation or receipt.
5. For non-foreign travel, daily itinerary of meetings attended or conference program that support the business purpose of the trip. For foreign travel, copy of 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 form. If approved by email, attach a copy of the approving emails along with the Authority to Travel.
7. Copy of Travel Voucher used to pay some of the travel expenses on a state cost center, if applicable.

X. DIRECT-BILLED TRAVEL PAYMENTS

Travel expenses may be charged directly to a Department, Multiple User, or Individual Travel Card. See MAPP 03.02.15 - Travel Card for additional information about and requirements for using travel cards.

XI. CASH ADVANCES

- A. Cash advances are only allowed for student group travel and individual foreign travel and they are paid and cleared on the University clearing account. Cash advances may only be issued to university employees. An employee may not receive a cash advance until all previous travel advances have been accounted.

Travelers should allow fifteen (15) working days to process a cash advance. The Cash Advance Application must be approved by the appropriate college/division business administrator and attached, along with an approved Authority to Travel to the purchase order or direct payment voucher used to pay for the advance. The Cash Advance Application is located at: <http://www.tsu.edu/pages/2575.asp>

- B. Advance checks are forwarded to the Bursar's Office, to the employee's home address or direct deposit. Travel advance checks are distributed no more than thirty (30) days before the trip.

C. Accounting for Advances

1. Each trip must be reported and accounted for individually. A Travel Voucher, Authority to Travel form, and receipts must be attached to the Voucher and submitted to the Travel coordinator after the trip.
2. If expenses were less than the amount advanced, the traveler must issue a check payable to TSU for the excess amount. A Journal Entry ("JE") recording the

traveler's expenses and cash deposit must be submitted to the Office of the Bursar within fifteen (15) working days of return from the trip.

For example, if the travel advances were \$1,000 and out-of-pocket expenses were \$800, the following Journal Entry would be prepared:

Debit Bank (account 1200 for TSU Bank) \$200 and appropriate expenses with the department's account. Credit account 1201 and the department that paid the advance of \$1000. The JE is submitted, along with a receipt of the deposit from the traveler, to the Procurement Services Department.

3. If expenses equaled the amount advanced, a JE must be submitted to the Procurement Services Department within fifteen (15) working days of return from the trip.

For example, if the cash advance were \$1,000 and out-of-pocket expenses were \$1,000; the following Journal Entry will be prepared: Debit travel expense accounts and cost center for total of \$1,000. Credit account 1201 and department cost center that paid advance of \$1000.

4. If expenses were greater than the amount advanced, a voucher to reimburse the difference must be submitted to the Procurement Services Department within fifteen (15) working days of return from the trip.

For example, if the travel advance were \$1,000 and out-of-pocket expenses were \$1,200, the following entries would be made on the voucher:

Voucher Line#1: Expense accounts for total of \$1,200.

Voucher Line#2: Account 1200 and department

Therefore, the total amount of voucher is \$200 that paid advance (\$1,000).

D. Non-Compliance

1. Cash Advances must be reconciled monthly by the originating departments.
2. If any advance is not cleared within sixty (60) days after returning from the trip, the department will report the advance to Payroll as compensation to the employee using a 1099 Form as taxable income to the employee. The traveler will remain responsible for repayment of the advance and will be ineligible for subsequent travel advances until the prior advances is repaid or cleared.

XII. TRAVEL-RELATED INSURANCE


- A. Travel must be approved in advance to ensure travelers are covered under the university insurance and workers' 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 thirty (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 damages and liability are not covered.
- C. In addition, the corporate travel card vendor provides \$500,000 portal-to-portal (residence or business) travel insurance when the airfare is charged to the Department Travel Card (state and local), Individual travel Card, Multiple-User Travel Card or to the traveler's individual corporate travel card. Also, the contract 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.
- E. An Authority to Travel form 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.
- F. To ensure insurance coverage for foreign travel (i.e., travel to countries outside the United States, other than Canada or Mexico), the office that provides final approval must forward a copy of the approved Authority to Travel to the Director of Environmental Health and Risk Management prior to the trip.

XIII. USING STATE RULES FOR LOCAL-FUNDED TRAVEL

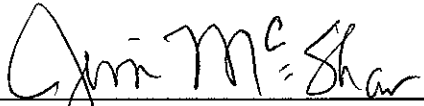
If a grant or contract requires the University to follow state travel rules, all travel arrangements and reimbursements must be completed according to the rules outlined in MAPP 03.02.10 and in the Comptroller's Texttravel (state travel laws and rules provided by the Texas State Comptroller to state agencies and institutions of higher education). The Authority to Travel, Cash Advance Application (if applicable), used for reimbursement should contain the statement, "state travel rules must be followed" or a similar statement).

XIV. REVIEW AND RESPONSIBILITY

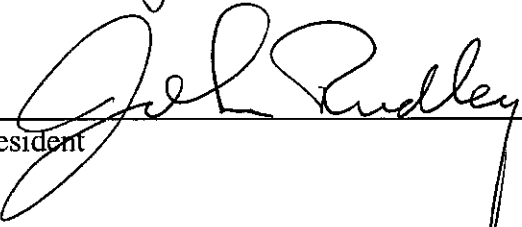
Responsible Party: Executive Director of Procurement Services 

Review: Every three years, on or before January 1

XV. APPROVAL



Chief Financial Officer



President

Date of President's Approval: _____ 04/26/10