Travel Rules and Regulations
Objectives

• Who creates Rules and Regulations?
• Where are the Travel Rules?
• Travel Authorization Rules
• Travel Reimbursement Rules
Who Creates Travel Rules and Regulations?
Who creates Rules and Regulations?

Federal Government (IRS)

State of Texas

The University of Texas (Board of Regents)

University Departments
Who creates Rules and Regulations?

Federal Government - IRS

• Accountable Plan (nontaxable)
  o Bona fide Business Purpose
  o Provide an accounting of expenses within a reasonable period of time (IRS – 60 days)
  o Return any excess funds within a reasonable period of time (UT – 30 days)

• Non-accountable Plan (taxable)
Who creates Rules and Regulations?

State of Texas

- Travel Regulations Act
- General Appropriations Act
- The State Comptroller’s Official Interpretations of the Travel Act
- Texas Building and Procurement Commission
Who creates Rules and Regulations?

UT – Board of Regents

• Set policy and procedure for the university.

• May further restrict federal and state regulations.
Who creates Rules and Regulations?

University Departments

Departments may adopt expense reimbursement and payment rates lower than the maximum rate.
Where are the Travel Rules?
Where are the Travel Rules?

The Handbook of Business Procedures

Part 11. Travel
What is the **Handbook** of Business Procedures (HBP)?

The **Handbook** of Business Procedures (HBP) contains the fiscal policies and procedures for Financial Affairs at The University of Texas at Austin. The HBP is designed to provide information and guidance to departments regarding the appropriate handling of financial matters. The HBP is organized by process into several broad topic areas, called Parts. See the [HBP Table of Contents](http://www.utexas.edu/) for the complete list of topic areas. Headings and titles that are not linked indicate policies that have yet to be documented.
Handbook of Business Procedures

Table of Contents

Part 1. Business and Financial Administration
Part 2. Fund Accounting
Part 3. Budget
Part 4. Fund Transfers
Part 5. Sales of Goods and Services
Part 6. Cash Handling
Part 7. Purchasing
Part 8. Business Contracts and Agreements
Part 9. Expenditure Procedures (see also Accounts Payable)
Part 10. Costing
Part 11. Travel
Part 12. Independent Contractors
Section 11

11.1. Travel Introduction and Resources
11.2. Travel Authorization
11.3. Travel Arrangements
11.4. Cash Advances for Travel
11.5. Travel Reimbursements - General Information
  11.5.1. Transportation
  11.5.2. Meals and Lodging
  11.5.3. Other Expenses
  11.5.4. Receipts
  11.5.5. Non-Employee Travel Reimbursement Procedures
Where are the Travel Rules?

Travel Management Services
http://www.utexas.edu/travel/

International Oversight Committee
http://world.utexas.edu/risk/ioc

Faculty Travel Grants
http://www.utexas.edu/ogs/faculty/ftg/
Travel Authorization Rules
Travel Authorization Rules

**RTA =**

**R**equest for **T**ravel **A**uthorization

Required for any business **absence** from campus or other designated headquarters

- length of 1/2 day or more
- whether or not there is a cost to UT
Travel Authorization Rules

UT business travel must be authorized in advance by traveler’s director or supervisor.
Travel Authorization Rules

**INFORMATION INCLUDES:**

- Traveler’s name
- Destination
- Dates of travel
- Purpose
- Benefit to UT
- Disposition of duties
- Account number (if cost to UT)
Travel Authorization Rules

Special Approval Required for:

- Washington, D.C.
- Foreign travel

Special Rules for Non-Employee Travel Authorizations
Travel to Washington, D.C. requires:
- Purpose specific to Washington, D.C.
- Specific dates
- Contact names
- Contact organization

Information is reported to the Texas Office of State-Federal Relations (OSFR).
Foreign Travel

*DEFINE requires document creators to certify that prior approval has been obtained for foreign travel on state funds for employees and prospective employees.

The document coversheet should then be printed and sent with the supporting approval documentation to:

OA Document Processing
MAIN 132, K6000
Foreign Travel

Contract or grant accounts (26 accounts) may require additional approval for foreign travel.

Travel to restricted regions require special approvals from the International Oversight Committee.
Non-Employee Travel

Travel expenses are normally authorized on an APS (Authorization for Professional Services) form, paid with a VP2 payment voucher.

Unless there will be no fee or honorarium paid for services provided by the non-employee.
Non-Employee Travel

An **RTA** may be used for any business travel expenses for non-employees **ONLY** when there will be **no fee** payment or honorarium paid to the non-employee (visitor).

These are paid with a **VP5** voucher.
Non-Employee Travel

An Authorization for Professional Services (APS form) can still be used to authorize travel expenses for non-employees when there will be no fee paid or honorarium given.
Non-Employee Travel

The APS authorization may be easier to book airline reservations or to have a hotel or car rental company directly bill expenses to a UT departmental account, or to use a blanket APS for multiple travelers to the same event.
Non-Employee Travel

The APS authorization may also be easier if there is not a completed Payee Information Form (PIF) and a Vendor ID Number cannot be set up.

However ...
Non-Employee Travel

A department’s Dean’s Office or Business Office must allow this use on the APS form (when no fee is paid or honorarium given).

Otherwise an RTA should be used when there will be no fee payment or honorarium paid.
Non-Employee Travel

Traveler must have PIF to set up Vendor ID Number.

Can use an RTA for centrally billed airfare or hotel charges. Payments to hotels made with VP2 documents.
Non-Employee Travel

Special travel accommodations must be authorized with explicit provisions of a formal contract (required first class airfare, travel for a performer’s entourage, etc.).
Non-Employee Travel

Non-employees follow our accountable plan rules, as established by the Handbook of Business Procedures.
Travel Authorization Rules

Reminder: UT business travel must be authorized before travel begins.

UT business travel cannot be reimbursed until travel has been authorized.
Travel Rules and Regulations
Objectives

• Who creates Rules and Regulations?
• Where are the Travel Rules?
• Travel Authorization Rules
• Travel Reimbursement Rules
Travel Reimbursement Rules

Overview
Travel Reimbursement Rules

Conservation of Funds

Travel must be planned for maximum savings and efficiency.
Travel Reimbursement Rules

**Official State Business**

Official state business conducted at each location must be clearly stated on each voucher.

**Erroneous Vouchers**

Payment of an unallowable travel expense does not make future payments of like expenses proper.
Cancellation or Change Charges

Reimbursable for a business related reason or because of adverse weather conditions or a natural disaster.

Changes due to personal reasons, such as illness or family emergency CAN be reimbursed, but **only** while in travel status (traveling). Not for changes before travel begins.
Travel Reimbursement Rules

**Free or Discounted Travel**

An employee cannot be reimbursed if no expense has been incurred.
Weekend Travel

If official state business temporarily ends on Friday and resumes on Monday, an employee may choose to stay at the duty point or return to headquarters.

HOWEVER if an employee returns to headquarters for the weekend, expenses are limited to the transportation to headquarters and back to duty point, or expenses if the employee had stayed – whichever is less.
Travel Reimbursement Rules

Packaged Travel Arrangements

If meal or lodging expenses are mandatory and included with the registration fee, they are fully reimbursable.

If meal and lodging expenses are not mandatory, then the reimbursement may not exceed allowable limits.
Travel Reimbursement Rules

Expenses incurred while qualifying for discount airfare

Allowable if cost of discounted airfare plus expenses is less than average coach airfare.

Lost or stolen tickets

Reimbursement is allowed IF the employee exercised reasonable care to safeguard the ticket.
Travel Reimbursement Rules

Travel while on personal leave

Reimbursement is not to exceed the amount of actual travel expenses or the amount that the employee would have incurred IF they had traveled from headquarters – whichever is less.
Travel Reimbursement Rules

Employees with disabilities: Attendant care expenses are reimbursable. First class airfare is permissible if medically necessary.

Permission through Travel Management:

https://www.utexas.edu/travel/forms/airfare/
Travel Reimbursement Rules

Prospective state employees

- Travel for an employment interview may be reimbursed, in same manner as an employee.
- Cash advance is **not** permitted.
- Prospective employees are not exempt from hotel occupancy taxes and may be reimbursed.
Travel Reimbursement Rules

**Death of an employee**

UT may pay the cost for transporting an employee’s body to the employee’s headquarters.

The amount paid may not exceed the amount that would have been reimbursed if the employee had not died.

Payment may not be made directly to the transport company.
Travel Reimbursement Rules

Travel Voucher Claims:

- Transportation
- Meals and Lodging
- Other expenses
- Documentation
Travel Reimbursement Rules

Transportation
Transportation

Personal Car

• Mileage rate is 57.5 cents per mile for travel on or after January 1, 2015.
• Official mileage must be used (between cities) or itemized POINT-TO-POINT (within cities).
• Mapquest may be used for state accounts, any online mileage calculator maybe used for local accounts.
Transportation

Personal Car

Coordinate travel if 2 to 4 employees from same dept are traveling to same destination.
Transportation

**Personal Car**

If traveling out of state in personally-owned vehicle, reimbursement is limited to:

- lesser of average coach airfare + related expenses
- OR mileage + allowable meals and lodging.
Transportation

Commercial Airfare

- Should be centrally billed through travel agency of contract when possible.
- May be reimbursed provided it does not exceed the lowest available airfare.
Transportation

Commercial Airfare

- First Class airfare may be reimbursed if only available airfare or if a documented medical condition exists.
- Permission must be obtained from Travel Management Services.
Transportation

Allowable Exceptions by departmental account number category:

- Traveler has a health issue documented by a doctor. Exception must be requested for each trip. Letter from your doctor must be sent to Travel Management Services office. Letters documenting chronic conditions can be held on file for one year but must be renewed yearly. *(State and institutional fund accounts only)*

- The only seat available on the flight is first or business class, and the traveler must be on that flight. Written documentation of business reason traveler must be on specific flight and written confirmation of last seat availability from a UT contracted travel agency is required. *(state and institutional fund accounts only)*

- First or business class is the lowest available airfare. Written documentation from a UT contracted travel agency is required to be sent to Travel Management Services. *(state and institutional fund accounts only)*

- The traveler has a fully executed contract with the university that requires first or business class travel. A copy of the applicable section of the contract must be sent to Travel Management Services with each request. *(institutional fund accounts only)*

- Another entity will reimburse the department for the airfare. Written confirmation from the other party is required to be sent to Travel Management Services. The department is responsible for ensuring the funds are reimbursed and deposited into the departmental account. *(institutional funds only)*

- Research grant allows first or business class travel. A copy of the applicable section of the grant must be sent to Travel Management Services with each request. *(grant accounts only)*

[https://www.utexas.edu/travel/forms/airfare/](https://www.utexas.edu/travel/forms/airfare/)
Transportation

Commercial Airfare

Frequent flyer miles that are earned as the result of a business trip, should be used for business purposes.
Transportation

**Commercial Airfare**

An employee may be reimbursed for the cost of a *buy one, get one free* promotion.

However, the amount of the reimbursement is limited to the charges shown on the ticket *with the employee’s name*. 
Transportation

Mass Transit

- Receipts are not required within a city for public transportation (taxi, bus, etc.).
- Receipts are required between cities.
- Gratuities are not permitted on state accounts. Limited to 15% on local accounts.
Travel Reimbursement Rules

Meals and Lodging
Meals and Lodging

• Overnight stay is required.

• Receipts for lodging are required.

• Only single occupancy rate may be claimed.
Meals and Lodging

- Excess expenses may **not** be carried forward.
- Expenses incurred day before official business begins or the day the business ends are reimbursable.
Meals and Lodging

- Employees are exempt from the State of Texas hotel occupancy tax.
- If actual lodging exceeds allowable limit, hotel occupancy tax must be prorated.

**NOTE:** Prospective employees are NOT exempt from state hotel occupancy tax.
Meals and Lodging

When traveling out-of-state, the meal expense reimbursement may be reduced and a corresponding amount used to increase the lodging reimbursement rate.

In other words, any amount of the meals and lodging limit may be used for lodging – if the meals claimed are reduced.
Meals and Lodging

Reimbursements for meal and lodging expenses incurred within the employee’s designated headquarters are prohibited, unless mandatory in connection with training, a seminar, or a conference.
Meals and Lodging

Local accounts may reimburse for tips up to 20%.

Alcoholic beverages and tips are not reimbursable expenses.
Meals and Lodging - Limits

Reimbursement limits vary according to:

**Source of Funds:**
- Federal, State, Local

**Destinations:**
- In-State (Texas),
- Out-of-State (Continental USA),
- Foreign
How do I tell if an account follows local or state rules?

The **GB1** screen (bottom left of the screen) for any account will indicate if it follows state travel rules (S) or local rules (L).

The **CA3** screen for any account will display a travel rule number (or display if no travel is allowed).
# Meals and Lodging - Rules

**How do I tell if an account follows local or state rules?**

<table>
<thead>
<tr>
<th>Command</th>
<th>Account</th>
<th>Misc</th>
<th>YEAR</th>
<th>Month</th>
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**SCDP-OFFICE OF SCIENCE DEPT**

**TRAVEL**

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**Other Authorized Signers:**

1. **JAMES T KIRK**
2. **ISAAC NEWTON**
3. **** Use GBS Command for Electronic Signers **
4. ****
5. ****

**Pur Auth:** S  
**Pur Auth:** ARTHUR BONIN DOYLE  
**Address:** SCIENCE DEPARTMENT  
**Date Last Act:** 08/22/12  
**P1=Options ----- P8=Exit ----- 8/22/12 09:27 AM --**
Meals and Lodging - Rules

How do I tell if an account follows local or state rules?

*DEFINE BUDGET GROUP / ACCOUNT PROFILE - CA3
Command: CA3 Account: 26088888 Misc: 
Year 11 12
Month: AUG
==============================================================================
Budget Group Titles: |Administrators: |Screen: 1
Short: SCI - NC1701 DOE 04-30-12 | albertmc EINSTEIN, ALB
Long: DE-2001-XXYYYY7777 RQ -M 04-30-12 | apple1_ NEWTON, ISSAC
NC1701 SCI Z0000 G R | bones___ MCCOY, LEONARD
| Group Status: C
-------------------------------------------------------------------------------
Unit: 7000 044 Sponsor: 0810 New Spon Code: 080000 Fund Group: 200
Rpt Unit: 7000 044 NACUBO: 06 Federal: 10 CFDA: 81000
Bud Code: EN Close Rule: 01 Equip Rule: 05 Bal Fwd Rule: 26
AUF Code: Travel Rule: 07 UT LOCAL RULES-FOREIGN REQ ACCT APPROVAL
Stimulus: _ fazrify Req'd: _ FFATA: _
* SUBS * Report Codes: _ _ _ _ _ _ _ INV Fed INV Doe _ _ _ _
Budget 12 14 50 58 60 71 75 76 80 89 90 91 92 _ _ _ _ _ _ _ _ _ _
Categories: _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
-------------------------------------------------------------------------------
Valid 2 Fund Group Specific Information 3 Set Up Budget Categories
Screens: 4 Budget Pool Information 5 Cost Sharing
1 Main CA3 6 Authorized Budget Group Signers 7 Budget Group Contacts
Purpose 8 Report Suspense 9 Comments
-- 0 UT Austin ------- PF1=Options ------- PF8=Exit ------- 8/22/12 11:15 AM --
Meals and Lodging - Rules

**Federal Funds:** 26-Accounts funded by a U.S. government agency, such as the Air Force or Dept of Energy. Verify with your OSP accountant.

**State Funds:** 14-Accounts, 20-Accounts and state-funded 18- and 26-accounts.
Meals and Lodging - Rules

Local Funds: 26-Accounts funded NOT funded by a U.S. government agency or by the State of Texas, PLUS account groups not defined as State Funds, such as 19-accounts, 30-accounts, etc.

Also known as Institutional Funds
Federal and State Funds - Limits

Meals and Lodging Limits within the State of Texas and the Continental USA may vary by location and date of travel.
Federal and State Funds - Limits

For Federal funded limits inside Texas, consult the accountant in OSP (as listed on the GB1 screen) or the Joint Travel Regulations (JTR) per diem information for the U.S. General Services Administration.

http://www.gsa.gov/portal/category/21287
Federal and State Funds - Limits

The GG1 screen displays meals and lodging limits for Federal and State funded accounts for all locations.

>> Press enter to view another page of travel reimbursements. <<

*DEFINE TRAVEL - MAXIMUM STATE ALLOWANCES - GG1
Command: GG1 Account: ________ Misc: ________
Year 11 12
Month: AUG
==============================================================================
-- 0 UT Austin ------ PF1=Options ------ PF8=Exit ------ 8/22/12 09:42 AM --

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<td>Mark here if foreign: _</td>
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<table>
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<th>County</th>
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<th>Lodging</th>
<th>Meals</th>
<th>Per Day</th>
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<td>51</td>
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<td>AUBURN</td>
<td>LEE</td>
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<td>100</td>
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<td>06/01</td>
<td>117</td>
<td>51</td>
<td>168</td>
</tr>
</tbody>
</table>
Federal and State Funds - Limits

Any amount of the meals and lodging limit may be used for lodging – if the meals claimed are reduced.
Local funds – In Texas

Local Accounts are limited to total of actual meals and lodging expenses not to exceed \$220 per day.
Local funds – Out of State (Continental USA)

Local Accounts are limited to total of actual meals and lodging expenses not to exceed $325 per day.
Local funds – Foreign (Outside Continental USA)

All destinations are limited to total of actual meals and lodging expenses not to exceed $350 per day.
Local Funds – All Destinations

Any amount of the meals and lodging limit may be used for lodging – if the meals claimed are reduced.

If actual meals exceed $41 per day, all meals receipts with a valid business reason for the excess are required.
All funds – Foreign
(Outside Continental USA)
All destinations are limited to total of actual meals and lodging expenses not to exceed $350 per day.
All funds – Foreign
(Outside Continental USA)

Any amount of the meals and lodging limit may be used for lodging – if the meals claimed are reduced.

If actual meals exceed $41 per day, all meals receipts with a valid business reason for the excess are required.
All funds – Foreign (Outside Continental USA)

If expenses occur in a foreign currency, the expenses must be converted to U.S. dollars.

Documentation must include the conversion method with the exchange rate used.
Meals and Lodging
(Apartment House)

If an employee will be at a duty point for at least one month, but less than one year, the expense of leasing an apartment or house may be reimbursed.
Meals and Lodging (Apartment House)

The apartment or house must be leased from a **commercial lodging establishment**.

Name of employee must be listed on the **lease** and purpose of the leasing must be conservation of funds.

*Deposits required are the sole responsibility of the employee and are not reimbursable.*
Travel Reimbursement Rules

Other Expenses
Other Expenses

Reimbursable

- Expenses must be itemized
- Receipts are required
- Must be business related

Examples

- Business Phone Calls
- Gasoline (for rental cars)
Following is a partial list of reimbursable expenses if they are incurred for an official state business reason:

- Admittance fees
- Airport boarding passes
- Books purchased for a seminar
- Copying charges
- Departure taxes
- Facsimile charges
- Foreign currency exchange charges
- Freight charges for state equipment
- Gasoline charges
- Global Entry Program fee - [http://www.globalentrygov/about.html](http://www.globalentrygov/about.html) (local accounts only)
- Hotel occupancy taxes
- Inoculations
- Mandatory lodging charges
- Mandatory service charges
- Money order charges
- Notary fees
- Parking (does not require receipts)
- Passport or visa charges
- Postage
- Registration fees
- Repair charges for state-owned vehicles
- Sales and use taxes if an exemption is not provided by law
- Telephone calls for business purpose (does not require receipts)
- Toll charges (does not require receipts)
- Traveler's check charges if the purchase is required
Other Expenses

Non-reimbursable

• Alcohol
• Dry Cleaning
• Gratuities on State Accounts
• Personal Phone Calls
• Video Rental
• Any non-business travel, including travel for spouses or other family members
The following is a partial list of non-reimbursable expenses:

- Alcoholic beverages
- **Exception:** Where the travel reimbursement relates to incidental recruiting expenses and is reimbursed by a local account that allows alcohol purchases. Refer to the [Entertainment and Official Occasions Expenditure Policy Chart](#) for allowable local accounts.
- Airline club dues
- An expense not related to official state business
- Laundry
- Excess baggage charges for personal belongings
- Expenses related to the operation of a personally owned vehicle
- Rental of videotapes for personal entertainment
- Sales and use taxes if the law provides an exemption
- Sauna Charges
- Tips or gratuities (state accounts only)
- Travel insurance
Travel Exceptions

Rates and Policies
Exception Requests

**Rate** exception requests on local funds are allowed in the NOTES of a VP5 or VP2 document – if entered by the director or chairman.
Exception Requests

Exceptions to UT Travel Policies must be requested in writing and approved in advance by the Assistant Vice President and Director of Procurement and Payment Services.
Travel Reimbursement Rules

Documentation
Receipts

- Airline receipts
- Rental Car receipts
- Gasoline receipts
- Bus, Taxi, Train receipts (between cities)
- Lodging receipts
- Meals receipts (when rules allow exceptions to limits)
- Registration receipts (if paid by the traveler)
- Miscellaneous expenses
Send completed documents to:

Travel Desk
Office of Accounting
MAI 132
Mail Code K5300
Phone: 512-471-7821
Thank you for viewing this presentation.