



Angelo State University
Operating Policy and Procedure

OP 70.01: Travel Guidelines


DATE: May 14, 2012

PURPOSE: The purpose of this Operating Policy and 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 April of even-numbered years by the director of purchasing and operations with recommended revisions forwarded through the vice president of finance and administration to the president by May 15 of the same year.

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. ASU Travel Office Website


Employees can view the [ASU Travel Office](#) website for information on travel guidelines and helpful hints.

3. Responsibility of Agency and Employee

a. Agency Responsibility

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

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

The university shall instruct its state employees about the [Textravel](#), 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](#).

However, the university'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. Employee Responsibility

A state employee shall ensure that her/his travel complies with applicable state laws, [Textravel](#), 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 log.

c. Erroneous Travel Expense Logs

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. A state employee shall immediately reimburse the state (payable to ASU or the credit card company if BTA was used) for any overpayment. Note: An overpayment is a payment or reimbursement that exceeds: (1) the amount the employee may receive under applicable law, [Textravel](#), or ASU's policies; or (2) the amount of travel expenses actually incurred.

4. 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 mission of the university.

b. The purpose of travel must clearly involve official state business and be consistent with the legal responsibilities of the university.

c. Generally, in order for a travel expense to be reimbursable, it must be related to state business. However, there are certain circumstances that allow for reimbursement of expenses not related to state business. For more information on allowable exceptions, please refer to [Textravel](#) or contact the Travel Office.

5. Source of Funds

Fund Definitions:

The following funds are subject to State Travel Guidelines (Requires a Travel Voucher):

0010	State Appropriated Funds
0017	Nursing Shortage Reduction Program
0018	State Appropriated Funds – Institutional Enhancement
0019	Special Item Nursing and Allied Health
0075	State Appropriated Funds - HEAF
0090	State Funds – Local Transfers

The following funds are considered local funds (No Travel Voucher required):

01xx	Designated Funds
12xx	Auxiliary Funds
2xxx	Restricted Funds

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. It is preferred but not required that official university travel paid or reimbursed use state or university contracted vendors for the following type of services:

- 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. Weekend Travel

A state agency may determine whether a state employee should (1) remain at the employee's duty point during the weekend or (2) return to the employee's designated headquarters.

Reimbursable expenses are limited, if an employee leaves a duty point and travels for personal reasons to a location other than headquarters for the weekend. For further information regarding weekend travel, refer to [Textravel](#).

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.

A statement and documentation explaining the disability and the need for any additional expenses must be attached to the travel expense log (Attachment).

9. Reimbursement Time Limit

Please make every effort to submit your travel expense log for reimbursement as soon as possible after incurring the costs in order to eliminate any confusion that might occur because of unavailable funds and/or reporting periods. Travel expense logs should be submitted for reimbursement no later than 60 days after the ending date of travel.

Because of IRS regulations and the Safe Harbor rules, expenses that are submitted 60-90 days after the ending date of travel for reimbursement may run the risk of being disallowed entirely or reported as taxable income to the payee.

Travel expenses submitted later than 90 days after the ending date of travel will not be processed and funds will be unencumbered.

10. Definitions related to Travel

Cancellation Charge

A fee, charge, or payment that a private entity assesses or retains because of the cancellation or change of a travel reservation or other travel plan.

Commercial Lodging Establishment

A motel, hotel, inn, apartment, house, or similar entity that furnishes lodging to the public for pay.

Continental United States

The lower 48 states, Hawaii, Alaska, and all U.S. possessions.

Commercial Transportation Company

An entity that offers transportation of people or goods to the public for pay.

Corporate Travel Card

Charge card contracted by the state to be used to charge university business-related travel expenses. A corporate travel card is issued in the name of the individual employee, who is responsible for all charges.

Designated Headquarters

The area within the incorporated city limits 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.

Disability

A physical or mental impairment of a person that substantially limits one or more of the person's major life activities.

Duty Point

The destination other than a place of employment an employee travels to conduct state business.

Foreign Travel

Prior approval by the appropriate vice president is required. A state employee is entitled to be reimbursed for actual lodging and meal expenses incurred while conducting state business at a duty point in a foreign country. Meal expenses for travel outside the continental U.S. may not exceed the amount actually incurred. In order to be reimbursed for these expenses, the employee must use the [US Department of State per diem rates](#).

Gratuity

Something given voluntarily or beyond obligation, usually in response to or in anticipation of a service.

Incidental Expense

Necessary and reasonable expenses incurred while traveling on state business. It does not include expenses for meals, lodging, or transportation; personal expenses; and, tips and gratuities.

Lodging Expense

A charge imposed by a provider of lodging as consideration for providing the lodging.

Official University Travel

Travel undertaken by Angelo State University employees to conduct official university business or represent the university in an official capacity.

Non-working Hours

All hours in a calendar day, except working hours.

Prospective State Employee

A person who is being considered for employment with a state agency.

Rented or Public Conveyance

A motor vehicle, train, or aircraft that an employee rents or pays a fee to use on a short-term basis.

Tips

See gratuity.

Travel Coordinator

Person designated by the university to receive and disseminate information relative to the State Travel Management Program for compliance with Texas Building and Procurement Commission rules for contracted travel services

Travel Expense

Transportation, meal, lodging, or incidental expenses incurred while traveling.

Travel Expense Log

The form used to document travel, request reimbursement for out-of-pocket expenses, and provide any additional approvals necessary.

[Major revision: May 14, 2012]

Travel Voucher

The state form used to document travel, request reimbursement for out-of-pocket expenses, and provide any additional approvals necessary when state appropriated funds are used.

Work Day

A day on which an employee is regularly required to conduct state business.

Working Hours

The hours during which an employee is regularly scheduled to conduct state business.

Attachment: [Travel Expense Log](#)