

SUMMARY OF OPERATING POLICIES TRAVEL

NOTE: The following are excerpts from the ASU Operating Policies involving travel. For a complete listing, please review each policy in its entirety. Operating Policies can be found on the Faculty/Staff page of the ASU website or visit the ASU Travel Website.

OP 70.01 – Travel Guidelines

- **Cost Effectiveness:** 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.
- **Use of Contract Vendors:** To provide timely and efficient travel services and generate cost savings to state agencies, the State of Texas legislation requires that the TPASS contract with travel vendors. Official university travel paid or reimbursed with state-appropriated funds must use state or university contracted vendors for the following type of services: State corporate travel card (used to purchase airfare, unless purchased through a contracted travel agency, may also be used to make other travel-related expenditures), Airfare, Lodging, Rental cars. Names and rates of current contracted travel vendors for airfare, lodging and rental cars are available on the TPASS website: <http://www.window.state.tx.us/procurement/prog/stmp/>.
- **Reimbursement Time Limit:** Travel expense logs should be submitted for reimbursement no later than 60 days after the ending date of travel. Due to IRS regulations and the Safe Harbor rules, expenses that are submitted 60-90 days after the ending date of travel for reimbursement will require an attached explanation outlining why the expense log was submitted late. Travel expenses submitted later than 90 days after the ending date of travel will not be processed and funds will be unencumbered.
- **Source of Funds (Fund Definitions):**
 - The following funds are subject to **State** Travel Guidelines:
 - 0010 State Appropriated Funds
 - 0018 State Appropriated Funds – Institutional Enhancement
 - 0075 State Appropriated Funds – HEAF
 - 0090 State Funds – Local Transfers
 - The following funds are considered **Local** funds:
 - 01xx Designated Funds
 - 12xx Auxiliary Funds
 - 2xxx Restricted Funds
- **Definitions of Terms:** General definitions referred to in the Travel Operating Policies.
 - **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.
 - **Duty Point** - The destination other than a place of employment an employee travels to conduct state business.
 - **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.
 - **Official University Business** - Travel undertaken by Angelo State University employees to conduct official university business or represent ASU in an official capacity.

OP 70.02 – Authorization for Official Travel

- **Travel Authorization Request (TAR):** The approval process for official travel is activated by the submission of the [Travel Authorization Request \(TAR\) form](#).
- **Prior Approval:** Prior approval for all travel is required for absences from the campus (or other designated headquarters) for business purposes for periods of half a day or more during the normal working period, whether or not there is a cost to the university.
- **Memos:** A written justification is required if **more** than one employee within the same department is traveling to the same destination (multiple traveler justification). Also, any employee requesting reimbursement for excess lodging over the State of Texas established rates for all locations, must receive written approval prior to traveling (requires vice president approval).
- **Business Travel Account (BTA):** If charges such as airfare or hotel are to be charged to the Business Travel Account (BTA), the TAR provides the authorization to charge the specified fund/organization. NOTE: All “pre-paid” expenses (airfare, hotel, rental car, registration-PO should be indicated on the TAR).
- **Signatures:** All out-of-state travel requires vice president approval (includes Mexico and Canada). All international travel must be approved in advance by the appropriate vice president and president, regardless of the funding source.

OP 70.03 – Business Travel Account:

- **Purpose:** The Business Travel Account (BTA) is designed to assist employees who wish to have airfare, hotel, and/or rental vehicle charged directly to the university. The BTA is available to employees, prospective employees, teaching assistants and graduate assistants.
- **Amount Funded/Personal Travel:** If the trip is not entirely funded by the university or is extended for personal travel, the employee must provide a check payment to JP Morgan for the additional amount not charged to the BTA at the time of the reservation. The employee must contact the Travel Office for the payment process. *NOTE: Citibank will be taking over the State Contract that JP Morgan held so this procedure is subject to change.*
- **Procedures:** The employee or the accountable employee for the student travel must complete a Travel Authorization Request (TAR) and obtain all required signatures prior to requesting the use of the BTA from the Travel Office. The BTA preference must be indicated on the TAR (i.e. select Air, Hotel, Rental Car option to be “pre-paid”).
 - **Airfare** - Flight arrangements must be made through the Travel Office to use the BTA; Travel Office requires a Traveler Profile to be completed prior to purchasing airfare.
 - **Hotel/Rental Car** - If the employee makes the hotel and/or the rental vehicle reservation(s), the confirmation number(s) must be attached to the TAR. The Travel Office will contact the travel agency, hotel, and/or rental vehicle vendor(s) to confirm charge(s) and authorize payment(s).
 - When the BTA is charged for the employee’s airfare, hotel or rental vehicle, the cost will be charged to the organization number indicated on the TAR.
- **Cancellations:** As soon as it is determined that the employee cannot travel, the Travel Office must be notified immediately to cancel any travel reservations made through the BTA. Only the Travel Office may cancel travel reservations made through the BTA.

OP 70.04 – Reimbursement of Travel Expenses:

- **Guidelines:** It is the policy of ASU to follow travel guidelines as set forth by the state in the *State of Texas Travel Allowance Guide*, except for items specifically regulated in this OP. All travel regulations set forth in the travel

guide and this OP are to be followed for all travel, regardless of fund source, with the exception of limits specific to each fund group.

- **Responsibility of the Traveler:** A state employee is responsible for ensuring that his or her travel complies with applicable state law, the travel allowance guide, and ASU OPs. Failure to comply will result in reimbursement delays or rejection of the employee's travel expense log. A state employee may not seek payment or reimbursement for travel expenses that the employee has not actually incurred. A state employee shall pay all of his/her *single* share of expenses while traveling.
- **Provisions:** Cancellation charges, packaged travel arrangements, foreign currency conversions, lost or stolen tickets, and personal leave are explained in this OP.
- **Meals, Lodging, Transportation:** An employee's travel must be planned to achieve maximum savings and efficiency. The travel expenses must be the lowest possible considering all relevant circumstances.

Meals & Lodging

- The meal allowance represents the maximum charge allowed for a day of travel that includes an **overnight stay**. Receipts are not required for meals. The reimbursement should not exceed the actual expense for each meal.
- Travelers will use the General Services Administration (GSA)'s federal travel rates to determine the **maximum meals and lodging reimbursement rates** for both in-state and out-of-state travel. Agencies will continue to use the \$85 maximum for lodging and \$36 maximum for meals for *in-state* locations not specifically listed in the federal rates.
- Any employee requesting reimbursement for **excess lodging** over the State of Texas established rates for all locations, must receive written approval prior to traveling (vice president approval). The written approval must be attached to the Travel Authorization Request (TAR).
- Meal & Lodging expenses for travel **outside the continental U.S.** (including Mexico & Canada) may not exceed the amount actually incurred. In order to be reimbursed for these expenses, the employee must attach itemized detailed original meal receipts to the travel expense log.
- When two individuals **share lodging** and both are state employees, the state agency shall reimburse each employee for their share of the lodging expense, not to exceed the applicable maximum lodging reimbursement rate. NOTE: Separate receipts showing each person's name and proof of separate payment must be submitted for reimbursement.
- For travel within the state of Texas, ASU employees are exempt from paying the **state hotel occupancy tax**, but are not exempt from paying any county or municipal hotel taxes.

Transportation

- The reimbursement for commercial air transportation may not exceed the cost of the **lowest available airfare**. Federal taxes on airfare are reimbursable. State taxes are not reimbursable.
- When an employee **combines business and personal air travel**, the reimbursement may not exceed the amount of airfare that would have been charged had they not included personal travel.
- **Internet airfare** tickets may be purchased, if the travel is being reimbursed using local funds. The employee is responsible for all charges related to the airfare purchased on the Internet and must justify that the charges are lower than the state contracted airfare. Only fees that are associated with an airfare purchased via a travel agent will be reimbursable.
- A **passenger receipt** must accompany the travel expense log and must be original and complete. The receipt must list the name of the employee and the airline, the ticket number, the class of transportation, the fare basis code, the travel dates, the amount of the airfare, and the origin and destination of each flight.
- An employee may be reimbursed for the actual cost of **renting a motor vehicle**. The amount of reimbursement is limited to the state contracted rates unless a valid exemption is claimed.
- Charges for liability insurance supplements, personal accident insurance, safe trip insurance and personal effects insurance are **not reimbursable**.

- An original and complete receipt must accompany the travel expense log. The receipt must show the starting and ending dates of the rental, specify the names of the motor vehicle rental company and the renter, and itemize the expenses incurred.
- When **two or more employees share a rental vehicle**, only the employee who paid the cost of renting the vehicle may be reimbursed. The other employee may not be reimbursed for any costs associated with renting the vehicle.
- **Gasoline** purchased for a rental vehicle may be reimbursed. Original itemized receipts for fuel purchases must be provided.
- With the exception of tolls and parking expenses, a **mileage reimbursement** is inclusive of all expenses associated with the employee's operation of a personally owned or leased vehicle.
- **Coordination of travel** must occur when two, three, or four state employees employed by the same state agency travel on the same dates with the same itinerary to conduct the same official state business.
- The amount of mileage reimbursement may not exceed the applicable mileage rate multiplied by the number of miles traveled. The mileage rate for fiscal year 2011 is **.50 cents per mile**. The number of miles traveled shall be either the mileage between the headquarters and the duty point or by point-to-point itemization (odometer readings or printed copy of mileage calculation). Angelo State University will use the electronic mapping service of Rand McNally: www.randmcnally.com.
- **Parking and toll expenses** incurred while an employee is on official state business are reimbursable, whether the employee is using a personally owned or leased vehicle or a rented vehicle (receipts not required; need itemization of expenses if receipts are not available).
- A state employee may be reimbursed for the actual cost of transportation by bus, subway, other mode of mass transit, or **taxi**. If two or more state employees share a taxi, only the employee who paid for the taxi may be reimbursed for that expense (receipts not required; need itemization of expenses if receipts are not available).

- **Registration, Incidentals, Special Provisions:** An employee's travel must be planned to achieve maximum savings and efficiency. The travel expenses must be the lowest possible considering all relevant circumstances.

Registration

- An employee may be reimbursed for **registration fees** for official business conferences and seminars if the employee charged the registration fee to his/her state travel card or paid the fee from personal funds. There should be a direct relationship between the duties performed by the employee and the type of conference he or she attended.
- A receipt indicating the amount for registration fees must accompany the travel expense log. Meals included in the registration fees must be deducted from the daily meal expenses.
- Registration fees payments may not be made more than six (6) weeks in advance of the seminar or conference, unless the cost savings is considerable to the university or if there is a limited capacity for attendance.

Incidental Expenses

- An employee may receive reimbursement for the following **incidental expenses** incurred while traveling on official state business (itemized original receipts required unless otherwise noted-partial listing): Phone calls and Internet service for official business, Airline baggage fees, Hotel Occupancy Taxes (except Texas State tax), etc.
- An employee may **not** receive reimbursement for the following incidental expenses incurred while traveling on official state business (partial listing): Any expense that does not relate to official state business, and personal expenses, excess baggage charges, etc. For a complete listing, view OP 70.04.

OP 70.06 – Travel by Prospective Employees:

- **Definition & Scope:** A prospective employee is an individual being considered for employment by Angelo State University (ASU). This includes employees at other state agencies being considered for employment at ASU. This

policy governs the reimbursement of travel expenses incurred by the individual visiting ASU for the purpose of being interviewed and evaluated for employment.

- **Authorization:** An [Authorization Request for Payment of Travel Expenses for Prospective Employee form](#) must be submitted for all prospective employees.
- **Reimbursement:** Prospective state employees are to be reimbursed in the same manner as ASU employees, except that they may not receive a travel advance. Prospective employees will be expected to follow the same travel guidelines as ASU employees, including the amount of travel allowances and submission of a signed travel expense log with the required documentation.

OP 70.07 – International Travel:

- **Approval:** All international travel by state employees on state business paid for with ASU funds or paid from personal funds for ASU employees requires approval by the President. The TAR for international travel must be submitted through the administrative channels to the President’s Office at least six (6) weeks prior to departure.
- **Funding Source:**
 - **State Accounts** - International travel is not typically funded with state appropriated funds. In those special cases, however, where it is appropriated, a memo justifying the use of state funds as the only available source of funds must accompany the TAR. The memo and the TAR will be forwarded to the Office of the Board of Regents for approval.
 - **Local Accounts** - International travel funded by non-state accounts must complete the TAR and the [Affirmation, Waiver and Liability Release forms](#). A copy of the Affirmation, Waiver and Liability Release form must be attached to the TAR form.
 - **Contracts and Grants** - When any international travel expenses are to be paid from contract and/or grant funds, advanced approval from the President’s Office as well as any other required approvals must be obtained. Such approval may be a letter from the appropriate grant administrator giving approval for use of funds for such travel or specific authorization for the travel may be stated in the approved grant or contract. It is the responsibility of the Principal Investigator to secure all necessary approvals; failure to do so will result in disallowance of the travel expenses.
- **Passport Requirements:** Beginning January 23, 2007, the Department of State and Homeland Security announced that passports are required for international air travel for citizens of the United States, including Canada and Mexico. Employees should contact the Center for International Studies for current information regarding passports.
- **Reimbursement:** Reimbursement for international travel expenditures should follow the same guidelines set forth in OP 70.04. Please note that meal receipts are required for all international travel (including Mexico & Canada).

OP 70.08 – Use of State Corporate Travel Card:

- **Changing to Citibank:** The Texas Comptroller of Public Accounts has awarded a contract for Procurement and Corporate Travel Charge Card services to Citibank. The initial term of contract is Sept. 1, 2010, through Aug. 31, 2013. Services from the current vendor, JPMorgan, will continue in full compliance with the contract during the transition based on the 180-day transition clause.
- **Purpose:** State corporate travel credit cards are provided to faculty and staff who travel on a regular basis for purchasing travel-related goods and services. Any employee who expects to travel may apply for a state travel card.

- **Conditions:** Corporate travel cards must be used solely for the cardholder’s allowable travel expenses related to official university travel and must benefit ASU. Non-travel expenditures are prohibited. Employees are responsible for the payment of all charges made on their credit card.
- **Unauthorized Charges:** ASU will review expenditures activity on all accounts. If any charges appear to be unrelated to official “State of Texas” travel business, the employee will be notified by letter from the Travel Office. After three letters to employee, the Travel Office will notify the Vice President of Finance and Administration.

OP 70.09 – Student Travel:

- **General:** These procedures apply to anyone who engages in transporting students on any university business or related travel activities. State funds cannot be used to pay for student travel.
- **Requirements & Planning:** One (1) Faculty/Staff person is responsible for the group’s travel and expenses. Student organizations can travel without a sponsor upon written approval from the appropriate vice president. Such authorization should be attached to the Travel Authorization Request (TAR) and turned in to the Travel Office prior to the trip.
- **Travel Advance Procedures:** Cash advances or Travel Advance Cards (TAC) will only be given to the employee accountable for the student trip.
 - Complete one (1) [Travel Authorization Request form](#) for the employee accountable for the trip, including the names of the students. Also complete [Student/Group Travel Form](#), [Student/Group Travel List](#), and each student must complete a [Student Activity Release Form](#) (copies sent to UPD).
 - To be eligible to drive university or rental vehicles, drivers must meet all of the following criteria:
 - Must be a university employee
 - Must be 18 years old or older
 - Must possess a driver’s license that is required by state law
 - Must be approved to drive by the university
 - First time drivers must submit a [Driver Approval Request form](#) to the Environmental Health, Safety and Risk Management Office at least five (5) working days prior to the date of travel.
 - After the trip, a [Student Travel Expense Report form](#) must be completed with the required documentation, if a cash advance was given prior to the trip. Only the expenses for the employee accountable for the trip can be included with the students’ expenses on the expense report. Any additional faculty/staff members that are accompanying the students will be reimbursed separately on a travel expense log.
 - Any unused funds should be returned to the Student Bursar office with the student expense report. If the student travel expense report exceeds the amount of the advance, a reimbursement check will be issued to the traveler for the difference.
 - Employees receiving travel advances or TACs for student/group travel are required to submit a Student Travel Expense Report, along with any unused funds within 15 days after the ending date of travel. Any employee that fails to submit this expense report and unused funds within the allotted time for two trips will be denied any future advances. Exceptions to this policy will be handled on an individual basis.
 - In addition to following these procedures, advisors and students are required to comply with all university travel operating policies and procedures.