TRAVEL EXPENSE CHECKLIST - LOCAL FUNDS

EXPENSE	IN STATE	OUT OF STATE	FOREIGN
GENERAL INFO	• Travel Website link • Disbursement Guidelines • For any receipt, that does not show payment information proof of payment will be required.	• Travel Website link • Disbursement Guidelines • For any receipt, that does not show payment information proof of payment will be required.	• ALL FOREIGN TRAVEL REQUIRES 30 day pre- trip approval via Concur Travel Request by the President or delegate.
AIRFARE	**Required Receipt must contain:** • Name of passenger • Airline Ticket Number • Class of flight- (Economy plus- Dean/Department head Approval, Business/First Class-Vice President Approval) -Itinerary-dates and all flight segments • Method of Payment -Seat Selection: • Approval for seat upgrades should be received prior to purchase - Business/First Class –Vice President Approval - Economy Plus – Dean/Department head Approval • Once approval has been received, you are free to book your airfare through Concur. • At the time you make your airfare reservation, you should also pick your seat. • The approval memo or email granting • permission for the upgraded seat should be attached in the Expense Report. • Traveler must provide the description of additional payments/charges to the airlines	**Required Receipt must contain:** • Name of passenger • Airline Ticket Number • Class of flight- (Economy plus- Dean/Department head Approval, Business/First Class-Vice President Approval) -Itinerary-dates and all flight segments • Method of Payment -Seat Selection: • Approval for seat upgrades should be received prior to purchase - Business/First Class –Vice President Approval - Economy Plus – Dean/Department head Approval • Once approval has been received, you are free to book your airfare through Concur. • At the time you make your airfare reservation, you should also pick your seat. • The approval memo or email granting • permission for the upgraded seat should be attached in the Expense Report. • Traveler must provide the description of additional payments/charges to the airlines	**Required Receipt must contain:** • Name of passenger • Airline Ticket Number • Class of flight- (Economy plus- Dean/Department head Approval, Business/First Class-Vice President Approval) -Itinerary-dates and all flight segments • Method of Payment -Seat Selection: • Approval for seat upgrades should be received prior to purchase - Business/First Class –Vice President Approval - Economy Plus – Dean/Department head Approval • Once approval has been received, you are free to book your airfare through Concur. • At the time you make your airfare reservation, you should also pick your seat. • The approval memo or email granting • permission for the upgraded seat should be attached in the Expense Report. • Traveler must provide the description of additional payments/charges to the airlines

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AIRFARE **Continued**	(for example RVU Fee). Seat charge should state the class of seat selected and the Traveler must provide a full description at the time the report is originally submitted. • Amount • Traveler 's receipt must be itemized to be able to distinguish airfare from lodging or other expenses	(for example RVU Fee). Seat charge should state the class of seat selected and the Traveler must provide a full description at the time the report is originally submitted. • Amount • Traveler 's receipt must be itemized to be able to distinguish airfare from lodging or other expenses	(for example RVU Fee). Seat charge should state the class of seat selected and the Traveler must provide a full description at the time the report is originally submitted. • Amount • Traveler 's receipt must be itemized to be able to distinguish airfare from lodging or other expenses
AIRLINE FEES	• Checked bags - one checked bag allowed - Second bag must be documented for Business Reason: Acceptable-Equipment or brochures • Early Boarding - business justification must be documented.	• Checked bags - one checked bag allowed - Second bag must be documented for Business Reason: Acceptable-Equipment or brochures • Early Boarding - business justification must be documented.	• Checked bags - one checked bag allowed - Second bag must be documented for Business Reason: Acceptable-Equipment or brochures • Early Boarding - business justification must be documented.
TAXIS, SHUTTLES, BUSES, AND TRAINS (INTERCITY-BETWEEN CITY TRANSPORTATION)	**Required Receipt must contain:** • Itinerary • Class-first must be approved in the same manner as airfare • Amount of Fare	**Required Receipt must contain:** • Itinerary • Class-first must be approved in the same manner as airfare • Amount of Fare	**Required Receipt must contain:** • Itinerary • Class-first must be approved in the same manner as airfare • Amount of Fare

TAXIS, SHUTTLES, BUSES, AND TRAINS (INTRACITY-IN CITY TRANSPORTATION)	**Must provide:** • Origin and destination • Date • Amount	**Must provide:** • Origin and destination • Date • Amount	**Must provide:** • Origin and destination • Date • Amount

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RENTAL CARS - REQUIRED VENDORS AND CONTRACT CODES ENTERPRISE-RENT-A-CAR/NATIONAL -UTS760 (Preferred) HERTZ -2053818 (TAMUCC Local Contract)	**Required Receipt just contain:** • Name of renter • Dates of rental • Itemization of all charges • Method of payment • LDW/CDW is the only reimbursable insurance (included in contract rate) • Traveler should refuel car before return. Do **NOT** choose refueling option.	**Required Receipt just contain:** • Name of renter • Dates of rental • Itemization of all charges • Method of payment • LDW/CDW is the only reimbursable insurance (included in contract rate) • Traveler should refuel car before return. Do **NOT** choose refueling option.	**Required Receipt just contain:** • Name of renter • Dates of rental • Itemization of all charges • Method of payment • LDW/CDW is the only reimbursable insurance (included in contract rate) • Traveler should refuel car before return. Do **NOT** choose refueling option.
MILEAGE (UP TO THE FEDERAL MILEAGE RATE)	**Documentation of mileage must be from:** • Concur mileage calculator or • Odometer readings with a point to point breakdown • You must do a personal car mileage vs. rental car cost comparison and the lessor of the two will be reimbursed. • Mileage can only be claimed for one car out of every four employees that have the same itinerary. Gas cannot be claimed if mileage is claimed.	**Documentation of mileage must be from:** • Concur mileage calculator or • Odometer readings with a point to point breakdown • You must do a personal car mileage vs. rental car cost comparison and the lessor of the two will be reimbursed. • Mileage can only be claimed for one car out of every four employees that have the same itinerary. Gas cannot be claimed if mileage is claimed.	**Documentation of mileage must be from:** • Concur mileage calculator or • Odometer readings with a point to point breakdown • You must do a personal car mileage vs. rental car cost comparison and the lessor of the two will be reimbursed. • Mileage can only be claimed for one car out of every four employees that have the same itinerary. Gas cannot be claimed if mileage is claimed.
MAXIMUM ALLOWABLE PER MEALS (ACTUAL UP TO GSA RATES)	**Must provide:** • Day by Day breakdown for the actual cost of meals up to maximum GSA rate • Refer to GSA site for current rates • If the city is not listed, but the county is listed; use the rate of the county.	**Must provide:** • Day by Day breakdown for the actual cost of meals up to maximum GSA rate • Refer to GSA site for current rates • If the city is not listed, but the county is listed; use the rate of the county.	**Must provide:** • Day by Day breakdown for the actual cost of meals • If one meal is, $75 or greater, itemized receipt is required per IRS Guidelines.

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EXPENSE	IN STATE	OUT OF STATE	FOREIGN
MAXIMUM ALLOWABLE PER MEALS (ACTUAL UP TO GSA RATES) Continued	• For areas not listed (city or county), use standard rate of $59. • If one meal is $75 or greater, itemized receipt is required per IRS Guidelines.	• For areas not listed (city or county), use standard rate of $59. • If one meal is $75 or greater, itemized receipt is required per IRS Guidelines.	
BUSINESS MEALS *REQUIRES BUSINESS MEAL FORM COMPLETED AND SIGNED, RECEIPT, AND ATTENDEES TO INCLUDE NAMES AND TITLES	**Receipt Required:** • Internal Revenue Service's five W's": Who, What, Where, When, and why must be documented. • If alcohol is purchased must use allowable account and itemize alcohol portion as "Business Meals - Alcohol" • Attendees Name, Title, and Employer Name should be included on Business Meal form. • Spouse of employee must have prior approval or expense will not be allowed	**Receipt Required:** • Internal Revenue Service's five W's": Who, What, Where, When, and why must be documented. • If alcohol is purchased must use allowable account and itemize alcohol portion as "Business Meals - Alcohol" • Attendees Name, Title, and Employer Name should be included on Business Meal form. • Spouse of employee must have prior approval or expense will not be allowed	**Receipt Required:** • Internal Revenue Service's five W's": Who, What, Where, When, and why must be documented. • If alcohol is purchased must use allowable account and itemize alcohol portion as "Business Meals - Alcohol" • Attendees Name, Title, and Employer Name should be included on Business Meal form. • Spouse of employee must have prior approval or expense will not be allowed
LODGING	Reimbursement allowed for actual lodging expenses up to maximum GSA rate • Refer to GSA site for current rates • If the city is not listed, but the county is listed; use the rate of the county. • For areas not listed (city or county), the standard rate of $98 applies. • HIGHER LODGING MUST BE REQUESTED AND APPROVED PRIOR TO TRIP AND LISTED ON TRAVEL REQUEST Exception: A traveler may voluntarily decrease meal allowance to increase lodging rate (cannot	Reimbursement allowed for actual lodging expenses up to maximum GSA rate • Refer to GSA site for current rates • If the city is not listed, but the county is listed; use the rate of the county. • For areas not listed (city or county), the standard rate of $98 applies. • HIGHER LODGING MUST BE REQUESTED AND APPROVED PRIOR TO TRIP AND LISTED ON TRAVEL REQUEST Exception: A traveler may voluntarily decrease meal allowance to increase lodging rate (cannot	Reimbursement allowed for actual lodging expenses up to maximum GSA rate • Refer to GSA site for current rates • If the city is not listed, but the county is listed; use the rate of the county. • For areas not listed (city or county), the standard rate of $94 applies. • HIGHER LODGING MUST BE REQUESTED AND APPROVED PRIOR TO TRIP AND LISTED ON TRAVEL REQUEST Exception: A traveler may voluntarily decrease meal allowance to increase lodging rate (cannot

	decrease lodging rate to increase meal allowance) to increase the maximum allowance for lodging.	decrease lodging rate to increase meal allowance) to increase the maximum allowance for lodging.	decrease lodging rate to increase meal allowance) to increase the maximum allowance for lodging.

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EXPENSE	IN STATE	OUT OF STATE	FOREIGN
LODGING **Continued**	• Traveler 's receipt must be itemized to be able to distinguish airfare from lodging or other expenses **Required Receipt must contain:** • Name of guest • Itemization of all expenses charged (day by day) • Payment or method of payment • May not be reimbursed for Texas Hotel Occupancy Tax	• Traveler 's receipt must be itemized to be able to distinguish airfare from lodging or other expenses **Required Receipt must contain:** • Name of guest • Itemization of all expenses charged (day by day) • Payment or method of payment	• Traveler 's receipt must be itemized to be able to distinguish airfare from lodging or other expenses **Required Receipt must contain:** • Name of guest • Itemization of all expenses charged (day by day) • Payment or method of payment
PARKING	**Must provide:** • Date • Location • Amount for each parking expense incurred	**Must provide:** • Date • Location • Amount for each parking expense incurred	**Must provide:** • Date • Location • Amount for each parking expense incurred
INCIDENTALS	• Must document what expense was for and amount	• Must document what expense was for and amount	• Must document what expense was for and amount
TOLLS	• Must provide location and amount	• Must provide location and amount	• Must provide location and amount
PHONE/INTERNET	• Must document expense was incurred for business use	• Must document expense was incurred for business use	• Must document expense was incurred for business use

GASOLINE STATE ISSUED TRAVEL CARD CANNOT BE USED TO PUT GASOLINE IN YOUR PERSONAL VEHICLE	• Must document date and amount	• Must document date and amount	• Must document date and amount

TRAVEL EXPENSE CHECKLIST - LOCAL FUNDS

EXPENSE	IN STATE	OUT OF STATE	FOREIGN
PROSPECTIVE EMPLOYEE	• All of the above policy and procedure information is required for prospective employees except the State Hotel Occupancy Tax is allowable.	• All of the above policy and procedure information is required for prospective employees except the State Hotel Occupancy Tax is allowable.	• All of the above policy and procedure information is required for prospective employees except the State Hotel Occupancy Tax is allowable.
REGISTRATION	**Required Receipt must document:** • name of the person attending • full name of conference (no abbreviations) • dates of conference and conference brochure indicating schedule of events	**Required Receipt must document:** • name of the person attending • full name of conference (no abbreviations) • dates of conference and conference brochure indicating schedule of events	**Required Receipt must document:** • name of the person attending • full name of conference (no abbreviations) • dates of conference and conference brochure indicating schedule of events
PROFESSIONAL MEMBERSHIP	**Required Receipt** • Full name of the organization (no abbrev) • Organization is not listed on the State of TX ethics web site, if listed cannot pay portion of the fee for lobbying • Dates of the membership • If not in TAMUCC's name then must document "The payment would serve a proper public purpose and the agency would receive adequate consideration".	**Required Receipt** • Full name of the organization (no abbrev) • Organization is not listed on the State of TX ethics web site, if listed cannot pay portion of the fee for lobbying • Dates of the membership • If not in TAMUCC's name then must document "The payment would serve a proper public purpose and the agency would receive adequate consideration".	**Required Receipt** • Full name of the organization (no abbrev) • Organization is not listed on the State of TX ethics web site, if listed cannot pay portion of the fee for lobbying • Dates of the membership • If not in TAMUCC's name then must document "The payment would serve a proper public purpose and the agency would receive adequate consideration".
CANCELLATIONS	• If traveler needs to cancel trip it must be done within the Vendor's cancellation policy • If cancellation is not done and there was not a business reason, traveler will be required to reimburse all charges paid by the University	• If traveler needs to cancel trip it must be done within the Vendor's cancellation policy • If cancellation is not done and there was not a business reason, traveler will be required to reimburse all charges paid by the University	• If traveler needs to cancel trip it must be done within the Vendor's cancellation policy • If cancellation is not done and there was not a business reason, traveler will be required to reimburse all charges paid by the University

Revised: 02/08/2019