

# **TEXAS A&M UNIVERSITY-CORPUS CHRISTI**

## **TRAVEL GUIDEBOOK**



# Table of Contents

- General ..... 4
- 1. General Travel Requirements..... 4
  - Conservation of Funds..... 4
  - Combining State and Personal Business ..... 4
  - Approval Requirements ..... 4
  - Concur..... 5
  - Travel Card Program ..... 5
  - General Travel..... 6
  - Receipt Requirements..... 7
- 2. Traveler Responsibilities .....7
  - Prior to Travel .....7
  - Booking Travel.....8
  - During Travel .....8
  - After Travel .....8
  - Other.....8
- 3. Other General Information .....9
  - Prospective Employees .....9
  - Funeral Attendance .....9
  - Spousal Travel ..... 10
  - Travel Agent..... 10
- Travel Expenses ..... 10
- Transportation ..... 10
  - Rental Car vs. Mileage Reimbursement Comparison..... 10
  - 1. Mileage – Personally owned vehicle ..... 11
    - In-State Mileage..... 11
    - Out-of-State Mileage ..... 11
    - Mileage Reimbursement Rates..... 11
  - 2. Car Rental..... 11
    - Contract Vendors ..... 11

Non-Contract Vendors.....	12
Fuel .....	12
Coordination of Travel (Four-Per-Car Rule).....	12
3. Air Transportation .....	12
4. Bus/Boat/Rail Fares (Not Considered Mass Transit).....	13
5. Mass Transit.....	13
Meals.....	14
1. Business Meals .....	14
2. Alcohol .....	14
Lodging .....	14
1. Hotel Occupancy Tax Exemption.....	15
2. Lease of Apartment or House.....	15
Other Expenses.....	16
Conference/Event Registration .....	16
Parking .....	16
Tolls.....	16
Gratuities.....	16
Laundry .....	16
Foreign Travel.....	16
1. Approval Requirements .....	16
2. Passport/Visa/Medical Needs.....	17
3. International Travel Safety.....	17
4. Texas A & M System Assistance Abroad Program.....	17
5. Medical Insurance While Abroad .....	18
6. State Department Rates.....	18
7. Fly America Act .....	18
8. Export Control .....	19
Student Travel (including Field Trips).....	19
1. Travel Approval/Notification .....	19
2. Receipt Requirements.....	20
3. Student Travel Funding.....	20

4. Recruitment of Students.....	21
Enforcement of Non-Compliance.....	21

## **ATTACHMENTS**

[ATTACHMENT A – TRAVEL EXPENSE CHECKLIST- STATE FUNDS](#)

[ATTACHMENT B – TRAVEL EXPENSE CHECKLIST- LOCAL FUNDS](#)

[ATTACHMENT C – MOTOR VEHICLE EXEMPTION CERTIFICATE](#)

[ATTACHMENT D – BUSINESS MEAL FORM](#)

[ATTACHMENT E – TEXAS HOTEL OCCUPANCY TAX EXEMPTION CERTIFICATE](#)

[ATTACHMENT F – STUDENT TRAVEL CHECKLIST](#)

[ATTACHMENT G – TRIP ITINERARY](#)

[ATTACHMENT H – GROUP TRAVEL PARTICIPANT LIST](#)

[ATTACHMENT I - AGREEMENT FOR WAIVER, INDEMNIFICATION, ASSUMPTION OF RISK AND MEDICAL TREATMENT AUTHORIZATION](#)

[ATTACHMENT J – EMERGENCY INFORMATION](#)

[ATTACHMENT K - DRIVERS RECORD REQUEST FORM](#)

[ATTACHMENT L – DRIVER RELEASE](#)

[ATTACHMENT M - INCIDENT ACCIDENT REPORT](#)

[ATTACHMENT N – INTERNATIONAL TRAVEL QUESTIONNAIRE FOR EXTREME RISK COUNTRIES](#)

[ATTACHMENT O - CARD HOLDER APPLICATION/APPROVAL FORM](#)

[ATTACHMENT P – CARDHOLDER AGREEMENT](#)

[ATTACHMENT Q – MISSING RECEIPT FORM](#)

[ATTACHMENT R- FOREIGN TRAVEL CHECKLIST](#)

[ATTACHMENT S – TRAVEL REVIEWER’S CHECKLIST](#)

[ATTACHMENT T – STUDENT TRAVEL PACKET CHECKLIST](#)

# General

## 1. General Travel Requirements

Texas A&M University-Corpus Christi (TAMU-CC) uses **Textravel** as the foundation for travel guidelines, in accordance with Texas Administrative Code, Title 34, Part 1, Chapter 5, Subchapter C, Section 5.22, which took effect on September 9, 2008. Textravel is the Texas Comptroller of Public Accounts official travel guidelines. Textravel can be found at the [Textravel](#) website. When using local funds some exceptions may apply. Further travel related information can be found in System Regulation 21.01.03.

Please note that throughout this document, the term “reimbursable” or “reimbursed” will refer to expenses that either qualify for reimbursement of out-of-pocket expenses OR are eligible for payment using the university-issued travel card.

Department heads can implement more stringent rules or processes for their departments if they determine it to be beneficial.

### Conservation of Funds

A state agency must minimize the amount of travel expenses paid or reimbursed by the agency. The agency shall ensure that each travel arrangement is the most cost-effective considering all relevant circumstances ([Texas Government Code Section 660.007](#)).

### Combining State and Personal Business

If a traveler combines personal travel with official state business travel, the University will only reimburse those expenses that fall under the Textravel Chapter 660 of the Texas Government Code. Meals, lodging, or car rental incurred on personal days cannot be reimbursed. Overnight meal and lodging expenses incurred while traveling to and staying at a duty point (the destination, other than a *place of employment*, to which an employee travels to conduct official business) the day before official TAMU-CC business begins at the duty point are reimbursable. Expenses incurred while traveling to and staying at a duty point for more than one day before official state business begins at the duty point are not reimbursable unless (a) the expenses are incurred to qualify for a discount airfare and the discounts results in a net savings for the University, or (b) traveling to the duty point reasonably requires more than one day. Likewise, Overnight meal and lodging expenses incurred while traveling from a duty point the day after official TAMU-CC business ends are reimbursable. Expenses incurred while staying at and traveling from a duty point for more than one day after official state business ends at the duty point are not reimbursable unless (a) the expenses are incurred to qualify for a discount airfare, or (b) traveling from the duty point reasonably requires more than one day.

### Approval Requirements

All university business related travel, even if there is no planned expense to the university, should be approved in Concur prior to travel. The request must provide a business purpose and benefit to TAMU-CC. Additional approval is necessary for the following locations:

#### 1) Austin, TX Travel

If traveling on state funds, state agency personnel that travel to Austin, TX for activities that involve obtaining or spending federal or State funds, or that impact federal or State policies, must obtain prior approval from the President/CEO or designee.

#### 2) Washington, D.C. Travel

If traveling on state funds, state agency personnel that travel to Washington, D.C. for activities that involve obtaining or spending federal funds or that impact federal policies must inform the

Texas Office of State-Federal Relations (OSFR) and the President/CEO about the trip. The agency must include information about the timing and purpose of the trip and provide OSFR with the name of an individual who may be contacted for additional information.

### 3) Foreign Travel (see pg. 16)

## **Concur**

The Texas A&M University System contracts with Concur to provide travelers with a best-in-class, end-to-end travel solution. The software allows travelers to book travel, submit travel requests, and track expenses from booking to reimbursement.

It is a requirement that all travel expenditures be processed through Concur's expense report module. It is preferred that all travel bookings/reservations are made through Concur's Travel booking module as it contains all state negotiated contracts for Airlines, Hotels, and Rental Cars. TAMU-CC's agreement with Corporate Travel Partners (CTP) (see pg. 10) allows for non-refundable bookings to be refunded and transferred, which is an important reason to book through Concur whenever possible.

## **Travel Card Program**

The University Travel Card is designed to be used by employees for all their travel needs. The travel card may be used for Airfare, Hotel, Car Rental, Meals, Conference Registrations, Parking and Incidental Expenses, according to State and Local fund requirements as addressed in later sections.

### 1) Applying for a University Travel Card

Apply for the University Travel Card by completing the Cardholder Application/Approval Form (*Attachment O: Cardholder Application/Approval Form*; form can also be found at <https://disbursements-travel-services/travel/cbt-travel-card-application>) The card requester is required to take TrainTraq course #2112042: Travel Program Overview, prior to approval of the application. A transcript showing completion of the courses should be emailed with the Travel Card application to TAMU-CC Travel Office at [travel@tamucc.edu](mailto:travel@tamucc.edu). All cardholders, reviewers, and approvers will be required to complete TrainTraq course #2112042: Travel Program Overview on an ongoing annual basis.

Applications are processed within 2-4 business days of receipt. Cards must be picked up in person by the cardholders or a designee. TAMU-CC Travel Office will notify the cardholder by email when card is available for pick up. A [Cardholder Agreement](#) (*Attachment P: Cardholder Agreement*) must be signed and returned prior to card activation.

A DART (Temporary) Card is a declining balance credit card not issued in the traveler's name and is available for student travel or new employees who have yet to receive a travel card. A DART Card should be utilized and reconciled by the same standards as a Travel Card.

### 2) Cardholder Responsibilities

The cardholder is responsible for the security of the card at all times. If a card is lost or stolen Citibank must be notified immediately at (979) 458-8734 (telephone number is listed on the back of the card), and the TAMU Travel Office, during business hours, at (361) 825-5767 or [tamucctravel@tamu.edu](mailto:tamucctravel@tamu.edu). If outside the US, call Citibank collect at (904) 954-7314.

**Disputes** - The cardholder should dispute charges with Citibank when having problems with vendors for non-receipt of services or products **within 60 days** of the transaction.

**Fraud** - Charges considered fraudulent should be reported to Citibank immediately by calling the number on the back of the card. Citibank will send an Affidavit of Unauthorized Use form by email for the cardholder to complete. If the transactions post to the card, the Affidavit should be returned to Citibank **within 60 days** of the transaction. Cardholders have the option to list a personal cell phone with Citibank to receive fraud alert calls/texts.

Only business-related travel expenses are allowed. No personal expenses may be charged to the travel card.

Please see the [Cardholder Agreement](#) (*Attachment P: Cardholder Agreement*) for full listing of cardholder's responsibilities and card uses.

A [Reviewer's Checklist](#) (*Attachment S: Travel Reviewer's Checklist*) has been developed as a tool to assist and reviewers in ensuring compliance and may be uploaded with each expense report in Concur.

## **General Travel**

### **Allowable Expenses from State Funds**

State Travel Management Program (STMP) has negotiated contracts for Airlines, Hotels, and Rental Cars. These can also be found in Concur.

All travel expenditures paid on state accounts are required to adhere to the STMP guidelines, unless specific exemptions apply (*Attachment A: Travel Expense Checklist-State Funds*). The STMP can be found at <https://comptroller.texas.gov/purchasing/programs/travel-management/>.

### **Allowable Expenses from Sponsored Research**

If expenses are incurred under a sponsored research project, the expenses must follow the most restrictive guidelines applicable to the award. These restrictions can include additional receipt requirements, spending limits, etc. Please consult your sponsored research administrator prior to travel.

### **Allowable Expenses from Local & Gift Accounts**

Expenses incurred on behalf of TAMU-CC and submitted for payment should be reasonable, necessary, and appropriate for the account being charged as determined by the department head or their designee. All reimbursements are subject to department head or their designee's approval.

Transfers or partial transfers cannot be made to move paid travel reimbursements to a State Account when the Textravel and/or the State of Texas Travel Management Program are not followed.

TAMU-CC departments using Local and Gift Accounts to pay travel reimbursements are not required to use Textravel and/or the State of Texas Travel Management Program. Subject to approval from department heads or their designees, the TAMU-CC Travel Guidelines allow for deviations from Textravel as explained in the section describing Transportation (pg. 10), Meals (pg. 14), and Lodging (pg. 14).

Employees or prospective employees can be reimbursed for justifiable travel expenses incurred when not utilizing a corporate card (for example when utilizing a personal credit card).

Employees or prospective employees may be reimbursed for travel expenses incurred that are normally not reimbursable when such expenses result in a cost savings. Explanation of such savings should be documented and attached to the expense report in Concur.

Although it is discouraged, employees may be reimbursed for approved travel expenses incurred on behalf of another employee or prospective employee if the person being reimbursed incurred the expense, provides proper receipts and approves the certification statement upon submission of the travel expense report.

## Receipt Requirements

If a receipt is required, the receipt must be itemized, must include proof of payment, and show payment applied to the balance (\$0 balance). If the receipt does not have a zero balance, a credit card charge slip should be provided to show proof of payment.

In the event vendor's receipt is not available, all elements required on a receipt are still necessary to document the expenditure appropriately in accordance with the State of Texas and IRS guidelines. A combination of documents can be used to replace a receipt if necessary. Examples include confirmation of a booking showing detailed itinerary, copy of paid check, or credit card statement showing the transaction as proof of payment. To document a missing receipt, please use the [Missing Receipt Form](#) (*Attachment Q - Missing Receipt Form*).

Reimbursement receipt(s) showing a foreign currency must be converted to US Dollars using OANDA (<https://www.oanda.com/>). The dates on the currency converter must reflect the date on the receipt.

For quick reference on travel expenditure receipt requirements, go to [Travel Expense Checklist\(s\)](#) (*Attachment A: Travel Expense Checklist-State Funds* (<https://www.tamucc.edu/finance-and-administration/financial-services/disbursements-travel-services/travel/assets/documents/checklist-state-funds.pdf>), and *Attachment B: Travel Expense Checklist-Local Funds*) which can also be found at (<https://www.tamucc.edu/finance-and-administration/financial-services/disbursements-travel-services/travel/assets/documents/checklist-local-funds.pdf>).

In the event that a receipt is not itemized or is illegible, the cardholder should provide a detailed itemization of the transaction, including any taxes or fees, and certify, through submission of the report, that it is true and accurate.

## 2. Traveler Responsibilities

### Prior to Travel

- 1) Apply for the TAMU-CC Travel Card or DART Card (Cardholders have the option to list a personal cell phone with Citibank to receive fraud alert calls/texts).
- 2) Obtain approval to travel through Concur Travel Request
- 3) Update the following Concur Profile
  - a. Travel preferences (i.e.: frequent traveler program numbers, airplane seat preference, trusted travel number, etc.)
  - b. Emergency Contact
  - c. Travel arrangers and expense delegates
  - d. Credit card
  - e. E-Receipt registration which enables the auto collection of electronic receipts into Concur, from participating suppliers. Receiving e-receipts can save you time by prepopulating your expense report.
  - f. Concur Mobile app registration. Using the Concur Mobile app will allow you to conveniently manage and store trip information and legible receipts on your mobile device.

## Booking Travel

- 1) Understanding Funding Sources
  - State funds are restrictive compared to local funds. (*Attachment A: Travel Expense Checklist-State Funds*, and *Attachment B: Travel Expense Checklist-Local Funds*)
  - Sponsored research funds may have further restrictions than local and state funds.
- 2) Ensure travel arrangements comply with University travel guidelines
- 3) Secure travel arrangements
  - Concur is the preferred method of booking
    - Traveler can book directly, or a Travel arranger can book travel
    - Non-refundable airfare bookings can be refunded and transferred
    - Booking directly with travel providers is discouraged. Reasons include incurring additional fees and decreased flexibility with cancellations.
- 4) Payment options to secure travel arrangements
  - University Travel Card (preferred):
    - Card should be in employee's name
    - Expenses should be paid with University Travel Card
    - The most efficient process should be selected
  - Out of Pocket (least preferred):
    - Payment will not be reimbursed until after travel has occurred and expense report processed.

## During Travel

- 1) Ensure that any purchases made comply with university travel and purchasing guidelines.
- 2) Obtain itemized receipts for expenses that require receipts. To review receipt requirements (see *Attachment A: Travel Expense Checklist-State Funds*, and *Attachment B: Travel Expense Checklist-Local Funds*).
- 3) Capture receipt image using the Concur Mobile App to automatically upload legible expense receipt while traveling.

## After Travel

- 1) Create Expense Report if not already created.
- 2) Assign travel card transactions to Expense Report within 30 days of transaction postdate. This could be prior to travel (e.g., airfare, registration, hotel deposit), during travel, or after travel, but should be assigned to an expense report no later than 60 days from the post date.
- 3) As a best practice, submit your Expense Report with all the require receipts, within 30 days of travel end date, but no later that 90 days\*

\* 90-Day Safe Harbor Policy – All expenses, both out of pocket and travel card transactions, must be adequately accounted for within 90 days or the expense will be reported as taxable income to the employee and the employee’s travel card may be suspended. Employee must also return any excess reimbursement or allowance within this time period.

## Other

- 1) Tools are available for tracking Concur aging transactions and expense reports.
  - Expenses should be submitted within 30 days. If not, daily email notifications are sent from Concur to cardholder and delegates.

- Scheduled monthly report to department business staff for all aging transactions in their department.
- Scheduled weekly report to department business staff for transactions greater than 60 days for their department.

(Contact [traveltamucc@tamu.edu](mailto:traveltamucc@tamu.edu) to make changes to recipients. It is important that all departments receive these reports).

2) An aging transaction escalation policy has been developed and is based upon posting date if unassigned to a report, or trip end date if already assigned to a report.

- 90 Days notify cardholder and department approvers through Oversight that the card will be suspended in 5 days if no response.
  - Reminder: At 90 days, expenses that are not submitted become taxable to the cardholder. Please see [90-Day Policy](#).
- 120 Days and beyond notify Assistant Dean/Division Manager through Oversight
- 150 Days notify Dean/VP through Oversight
- 180 Days notify CFO/Controller through Oversight
- 210 Days if items are not cleared, FMO will mark all items as unallowed and begin a collection process from the employee and place them on state hold.

3) A travel card may be suspended for failure to submit expense reports in a timely manner, repeatedly using the card for personal expense, etc. Travelers receiving repeated suspensions may face possible penalties to include but not limited to:

- Travel Card suspension for one year with notification of the suspension sent to the card holder, Department Head, Assistant Dean and Dean/VP.
- No travel advances will be made available to the employee during the suspension time period.

### 3. Other General Information

#### Prospective Employees

When a prospective employee is requested to travel to TAMU-CC for an interview or evaluation, the travel expenses for the prospective employee are processed in the same manner as employee travel. One exception is that a prospective employee would not be exempt from hotel occupancy or state sales taxes if the prospective employee pays and requests reimbursement. If TAMU-CC pays the vendor directly with a travel card or through direct bill, then it would be considered exempt.

Travel expenses for guest(s) of prospective employees during the interview process can be paid from local funds only. Prior approval from Department Head/Designee is required.

#### Funeral Attendance

TAMU-CC may pay or reimburse an employee for travel expenses while attending the funeral of an individual who was a state employee, a board member, or a legislator if:

- The President/CEO (or designee) determines that the employee's attendance at the funeral is appropriate under the circumstances and his/her approval is attached to the Concur Expense Report; and
- The expense is paid or reimbursed only to the extent it could have been paid or reimbursed had it

been incurred while conducting official state business.

Attending the funeral for a student or for an employee's spouse or child can only be paid from accounts that are not funded by mandatory student fees (excluding Student Service Fees), contract or grants, state appropriations or restricted by donors.

Funeral attendance that falls outside the above that is deemed appropriate to attend must be paid with unrestricted gift funds.

## Spousal Travel

U.S. Treasury Regulation Section 1.132-5(t)(1) allows reimbursement for travel expenses of an employee's spouse traveling with the employee by qualifying the expense as a working condition fringe benefit if the following conditions are met:

- It can be adequately shown that the spouse's presence on the employee's business trip has a bona fide business purpose, and
- The employee properly substantiates the travel.

If these conditions are not met, the expenses for the spouse will be reported as additional compensation to the employee.

Prior written approval from the President/CEO is required. This must be documented on the Concur document along with the business purpose. Only local funds may be used to fund approved spousal travel.

## Travel Agent

Corporate Travel Planners (CTP) is TAMU-CC's contracted and preferred travel agent. CPT can be reached by email at [tamutransel@ctp-travel.com](mailto:tamutransel@ctp-travel.com) or by calling (866)901-3377. Please note that if booking outside of Concur through a travel agent other than CTP, the services provided, and pricing should be equal to or less than our contracted provider. Conservation of funds policy, as stated in the general section, also applies to travel agent fees, and would be considered an audit finding on state accounts if paying more than the contracted rate with CTP.

## Travel Expenses

As mentioned on pg. 4, travel on state or sponsored research must follow the STMP or sponsor project guidelines, however, when using Local Funds some exceptions may apply. The exceptions are described below:

## Transportation

### Rental Car vs. Mileage Reimbursement Comparison

The Rental Vehicle vs. Mileage Reimbursement Calculator can be found at <https://fmx.cpa.texas.gov/fmx/travel/mileage/index.php> and is an electronic tool that performs the cost comparison between rental vs. mileage. One can calculate the most cost-effective method of transportation, however, for State funds, the reimbursement will be limited to the most cost-effective method and documentation of the calculation must be attached to the expense report. After completing the

calculation, save the spreadsheet and attach it to the expense report to document the amount requested for reimbursement.

## 1. Mileage – Personally owned vehicle

Employees may be reimbursed for actual mileage based on the guidelines below and reimbursement should be for the most direct route. Mileage reimbursements must be accompanied by either odometer readings, the mileage calculator available in Concur, or from online mapping service.

### In-State Mileage

Mileage can be reimbursed anytime a personally owned vehicle is used for official state business; however, mileage between home to headquarters (place of work) is not reimbursable under any circumstances.

### Out-of-State Mileage

When claiming mileage to travel outside the State of Texas, mileage reimbursement will only be allowed up to the lowest available airfare as found in Concur for that business itinerary. A cost comparison must be attached to the expense report for any personal mileage claimed for the out of state travel. The cost comparison must contain documentation such as screen print, quotes, etc., of the costs of the airfare for that business itinerary. Calculated mileage cost will be limited to the cost of the documented lowest available non-refundable airfare. Follow the rules under In-State Mileage to calculate and document the mileage.

### Mileage Reimbursement Rates

State mileage rate (<https://fmx.cpa.texas.gov/fmx/travel/textravel/rates/current.php>) and Federal mileage rate (<https://www.irs.gov/tax-professionals/standard-mileage-rates>) are available. These rates are automatically applied to mileage calculations on the expense report in Concur.

## 2. Car Rental

TAMU-CC is exempt from the Motor Vehicle Rental Tax, therefore, when renting a car in Texas, present the Motor Vehicle Rental Exemption Certificate (*Attachment C: Motor Vehicle Rental Exemption Certificate*); which can also be found at [travel/motor-vehicle-rental-exemption-certificate](#), to the vendor.

In the event of an accident in a Rental Car, the employee should immediately contact the Rental company to inform them of the accident. Upon return, the employee should contact HR to determine if an injury and/or accident report is required.

### Contract Vendors

Travelers should purchase from contract vendors whenever possible by booking through Concur or using one of the vendors and corporate codes from the table below. The contract rates are usually much less than market rates and the contract rates include the required insurance coverage. Domestic contract rentals include CDW/LDW (Collision Damage Waiver/Liability Damage Waiver) and liability insurances. It is, therefore, not necessary to purchase additional insurance coverage. **Refuse any additional coverage offered.** However, the contracts do not extend to foreign countries so when renting a vehicle in a foreign country, it is considered an off-contract rental and the insurance coverage should be purchased.

Enterprise Rent-A-Car/National	UTS760
Hertz	2053818

If using state funds, it is required to purchase the rental car using the STMP – Car Rental Contract as found in Concur or a valid exception showing a cost comparison must be documented and attached to the expense report.

### Non-Contract Vendors

Rates are normally more than the state contracted rates and do not include the appropriate coverage. As a result, usage of non-contract vendors for rental cars is discouraged. If procuring a non-contract rental car, CDW/LDW and Supplemental Liability Insurance (SLI) must be purchased. To compare the listed contract rate vs. a non-contract rate, contact the non-contract vendor for the cost of their daily insurance rate for CDW/LDW and SLI and add to their rental rate to determine the lower cost.

**Receipt Requirements:** A receipt is required to be attached to the expense report and should show itemization of all charges, starting and ending dates of the rental, name of the renter, and proof of payment.

### Fuel

Fuel is not reimbursable if mileage is being claimed. When renting a vehicle, it is recommended to use the travel card to purchase the fuel. Most rental car vendors require the car to be returned with the same level of fuel as it was at the time of pickup. If not, they will charge an inflated amount per gallon to fill up the car or return it to the level it was at the time of pickup. To make efficient use of University resources, it is recommended that the fuel be purchased by the traveler before returning the vehicle.

Justification should be provided in the Concur Expense Report with the date and amount for that destination.

**Receipt Requirements:** In general, fuel receipts are **not** required. However, receipts would be required in the event an employee using a contracted rental vehicle purchases fuel with a personal credit card or cash and is seeking reimbursement.

### Coordination of Travel (Four-Per-Car Rule)

When employees travel on the same dates with the same itinerary, they should coordinate travel. When four or fewer employees travel on the same itinerary, only one employee may receive full reimbursement for the calculated mileage. It is acceptable for the employees to split the mileage reimbursement from the one calculated mileage reimbursement. Personal itinerary changes should not be a valid exception, only business itinerary differences should allow for an exception to the rule.

For individual travel, vehicle size should be limited to full-size or smaller.

## 3. Air Transportation

Travelers should comparison shop for the airfare itinerary that most efficiently (time and cost) serves their travel needs. Flexibility in arrival or departure times will impact the ability to price the lowest cost available fares. Normally, airfare booked well in advance will result in lower cost.

When using State funds, airfare must be purchased from the STMP Airline Contractor if available, otherwise, a valid exception must be documented. If using Concur to book airfare, Concur will automatically document the exception. If booking is made outside of Concur, the exception must be manually documented to show the cost comparison and attached to the expense report. Class of flight can only be upgraded to Business/First Class if no other seat is available in economy class. Travelers are allowed one checked bag, unless there are extenuating circumstances (which must be documented). Extra fees for early boarding require a documented business justification documented in the Concur Expense Report. Additional restrictions apply to foreign travel and travel on federal funds, see page 16 for more information.

When using local funds, traveler is not required to use the TAMU-CC travel card nor STMP Airline Contract. In addition, employees may be reimbursed for additional airline fees such as charges for aisle seating or extra legroom with the Department Head or Dean's approval and attached to the Concur expense report. If there is a benefit or cost savings, Business/First Class airfare can be approved by the appropriate Vice President prior to the trip. Approval must be attached to the expense report.

Business/First Class airfare may also be purchased when there is a documented medical necessity. Such document should be on file with Human Resources (HR) and a comment stating to that fact on the expense report. These additional charges may not be allowable on sponsored research accounts but may be absorbed by unrestricted accounts.

The CTP contract allows some level of refundability and/or transfer of airfare. Travelers who book outside of CTP and want refundable airfare, should obtain prior approval from department head or their designee.

**Receipt Requirements:** A receipt is required to be attached to the expense report and should include the following: name of the employee, airline name, ticket number, class of transportation, amount of airfare, origin, destination, date of each flight, and proof of payment.

#### 4. Bus/Boat/Rail Fares (Not Considered Mass Transit)

Travelers should comparison shop for fare that most efficiently (time and cost) serves their travel needs. Flexibility in arrival or departure times will impact the ability to price the lowest cost fares available. Normally, fares booked well in advance will result in lower costs. There are no state fund requirements to use the STMP for these types of fares.

**Receipt Requirements:** A receipt required to be attached to the expense report and should include the following: name of the employee, carrier name, ticket number, class of transportation, amount of fare, origin, destination, date of each trip, and proof of payment.

#### 5. Mass Transit

Intercity and Intracity Transportation (taxi, shuttle, bus, trolley, subway, train, limo):

- Intercity Transportation-Justification provided in the Concur Expense Report should provide destination, purpose, amount, and date for each transportation event. Receipt not required if less than \$75.
- Other Intercity Transportation – Chauffeured services generally are not allowed unless a valid business purpose is provided to document why it was more efficient for the traveler vs. other

means of transportation.

- Intracity Transportation – Same requirements as above. Limousine or other extravagant transportation will require business purpose to document why it was more efficient to use this type of service vs. other means of transportation.

**Receipt Requirements:** A receipt is not required if less than \$75.

## Meals

Meals during travel that include an overnight stay are reimbursable. Meals during travel that does not include an overnight stay are not allowed on Travel. However, meals that do not include an overnight stay maybe reimbursed, at the Department’s discretion, through IslanderBuy. Such reimbursement through IslanderBuy is considered compensation and will be taxable through Payroll.

Actual expenses up to the GSA rate (<https://www.gsa.gov/travel/plan-book/per-diem-rates>) may be claimed. The GSA rate is determined by the destination city and if that city is not available on the table, the “Standard Rate” for that state should be used.

The Athletics Department is allowed to purchase athletic team meals, both locally and during official team travel, using the Travel Card. A list of attendees or team roster should be uploaded with the expense report in Concur.

**Receipt Requirements:** A receipt is not required, except for any single meal greater than \$75.00 or daily meal total exceeds the GSA rate.

### 1. Business Meals

Business meals can be purchased while in travel status on the travel card. The traveler must document the business purpose and who attended on the expense report. The employee’s portion of the business meal may be considered as part of that day’s meal total.

**Receipt Requirements:** Business meals require a receipt as documentation no matter the dollar amount. In addition to the receipt, business meals also require the substantiation of who attended and the business purpose/discussion, and should be documented on a Business Meal Form (*Attachment D: Business Meal Form*), which can also be found at [financial-services/business-meal-form](https://www.gsa.gov/travel/plan-book/per-diem-rates)

### 2. Alcohol

Alcohol may be allowed only when purchased and consumed as part of a business meal, or if there is a business reason for the purchase. Alcohol is not allowable as part of regular travel meals, even when using an account that allows for the purchase of alcohol. Alcohol purchased during a business meal must be itemized and identified on the expense report in Concur. Only certain accounts allow for the purchase of alcohol, so prior to the trip or business meal, verify if alcohol can be purchased on your account. Under no circumstance is alcohol allowed on sponsored research.

## Lodging

Actual lodging expenses should not exceed the maximum lodging reimbursement rate which is the GSA rate for that destination city and for that particular month. If the destination city does not appear, the Standard Rate applies. Maximum lodging rate and Standard Rate can be found at

<https://fmx.cpa.texas.gov/fmx/travel/texttravel/rates/current.php>.

For Standard Rate please use the current rate for “locations not listed”.

If two employees share a hotel room, each employee is allowed up to the maximum lodging rate per employee, but claim is limited to the actual cost of the shared room.

When using State funds, the traveler’s room rate must stay within GSA rate.

Higher lodging should be requested and approved prior to the trip when possible and should be listed on the Travel Request if it is determined that local conditions necessitate an increase in the lodging rate for a location for both in-state and out-of-state travel. This determination must be documented in the expense report and made available upon request during post-payment audit.

Higher lodging 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.

Hotel tax is not included in the maximum lodging allowance. Therefore, hotel taxes can be claimed even if it causes the daily lodging amount to be exceeded.

## 1. Hotel Occupancy Tax Exemption

When traveling within the state of Texas the University is considered exempt from the Texas Hotel Occupancy Tax. At the time of check in, present the Texas Hotel Occupancy Tax Exemption Form (*Attachment E: Texas Hotel Occupancy Tax Exemption Certificate*) to be exempt from paying the state tax. Form can also be found at [travel/hotel-occupancy-tax-exemption](#).

**Hotel Receipt Requirements:** A hotel receipt is required to be attached to the expense report and must show vendor name, vendor address, daily itemization of all charges (i.e.: room, taxes, parking, etc.), name of the employee/occupant, single room rate, and proof of payment. In addition to providing an itemized receipt, the expenses for lodging must be itemized per day on the expense report in Concur.

## 2. Lease of Apartment or House

In rare circumstances, an employee/traveler may lease an apartment or house, in the event there is a cost savings to the university or other factors exist that make the stay at a traditional lodging establishment inefficient to the business travel; please contact Travel for more guidance. The lease must be in the individual’s name and not in the name of the University. The expense report must provide a justification in the Concur Expense Report as to why a lease was the preferred lodging with cost comparison or other explanation as to why it was more efficient for the business travel. If the lease must be in the University's name, then appropriate University contract requirements must be followed and documentation of that approval process must be provided. Please contact the Office of Contracts at (361)825-3918 for questions.

**Receipt Requirements:** The expense report must also provide a copy of the lease and proof of payment to satisfy the receipt requirement for lodging.

## Other Expenses

### Conference/Event Registration

**Receipt Requirements:** Itemized receipt showing proof of payment is required to document registration paid to attend an event. A conference/event flyer or brochure should also be submitted with the expense report.

### Parking

Justification should be provided in the Concur Expense Report with the location, purpose, amount and date of each parking event.

**Receipt Requirements:** Receipts are **not** required.

### Tolls

Justification should be provided in the Concur Expense Report with the destination, purpose, amount and date of toll cost for that destination.

**Receipt Requirements:** Receipts are **not** required.

### Gratuities

Gratuities are **not** allowed on state funds.

Sponsored research may have more stringent requirements and may not allow gratuities. Gratuities are allowed on local funds, but the amount should be reasonable for the services provided when a tip is warranted. Gratuities should not exceed 20% of the bill (rounded up to the nearest dollar).

### Laundry

Employees may, with supervisor approval, be reimbursed for laundry expenses when a traveler experiences extenuating circumstances while traveling on official TAMU-CC business. These circumstances include but are not limited to luggage damage (in which the contents are damaged), inclement weather, or extended stay for a business purpose. Justification should be provided in the Concur Expense Report.

**Receipt Requirements:** Receipts are required.

## Foreign Travel

### 1. Approval Requirements

All foreign travel by University employees and students on official university business should be approved in advance. The authorization for travel and completed Foreign Travel Checklist (Attachment R) should be submitted and processed through Concur's Travel Request module. It is recommended that the request be submitted for approval 30 days prior to the travel start date. Concur's Travel Request module obtains the appropriate approvals for foreign travel, including approvals required for countries with Travel Warnings and the employee's Acknowledgement of Risk.

### Travel Warnings and Acknowledgement of Risk

In Concur, the employee will be required to select "Country(s) not under a warning" or "Country(s) under US State Dept warning" in the "Foreign Risk" field. The employee can determine if the country

is under a warning by checking the US Department of State [Travel Warnings and Alerts](https://travel.state.gov/content/travel/en/traveladvisories/traveladvisories.html) (<https://travel.state.gov/content/travel/en/traveladvisories/traveladvisories.html>).

By selecting one of the countries in the “Foreign Risk” field in Concur, the employee is acknowledging the following statement: I have read and understand the conditions and potential risks associated with this travel as detailed in the current US Department of State [Travel Warnings and Alerts](#).

The employee is also required to record all countries traveling to as part of the business itinerary in Concur. Concur will route the document to the appropriate approval levels based upon the "Risk Field" selection and the countries recorded. Approvals required, depending on risk, could include the Provost, System Risk Management, Export Control, and the President/CEO. Concur will route the document accordingly to obtain those approvals.

The University cannot use State funds for Foreign unless travel is to Mexico or Canada.

## 2. Passport/Visa/Medical Needs

Expenses related to international travel preparation for business purposes is an allowable expense. For example, costs to obtain passports/visas or immunizations required for a particular country are reimbursable expenses.

**Receipt requirements:** Receipts are required for reimbursement or to document the travel card charge.

## 3. International Travel Safety

Employees traveling internationally must complete the international travel safety training every two years. The training is available through TrainTraq. The courses required are: Foreign Travel – 2111728, Export Control – 2111212, and US Foreign Corrupt Practices Act - 2113639. Transcript(s) showing completion will be required and should be attached to the Concur Travel Request.

It is recommended that the traveler register with the US Department of State using the [Smart Traveler Enrollment Program \(STEP\)](#) (<https://step.state.gov/>). This allows traveler to receive information from the embassy about safety conditions in the destination country and helps the embassy contact the traveler in case of an emergency.

Also, even though it is required that the traveler check the US Department of State [Travel Warnings and Alerts](#) at the time of the Travel Request submission in Concur, it is also recommended to check the site just before departure. There are also many other links on this site that provide vital information about the country (e.g., U.S. Embassy contact information, safety and security, travel, health, visa requirements, etc.).

\*In the event of an emergency while traveling abroad, contact TAMU-CC’s Card Services at (361) 825-5767 or [travel@tamucc.edu](mailto:travel@tamucc.edu).

## 4. Texas A & M System Assistance Abroad Program

The Texas A&M System provides a blanket emergency evacuation program through Cultural Insurance Services International (CISI) for TAMU-CC employees who travel abroad on official university business or on TAMU-CC sponsored international travel. The CISI Assistance Abroad Program gives TAMU-CC faculty and staff access to a wide range of 24-hour travel and security assistance services while

studying abroad, including:

- Emergency medical and security evacuations
- Emergency medical transportation services
- Destination Specific Trip Planning Tools
  - Real-time travel/security alerts
  - Trip reports with cultural and other general recommendations
  - Security reports
  - Health and immunization briefs/recommendations
  - Security rating
  - Currency exchange rates
- Assistance during international travel emergencies, such as:
  - Medical referrals
  - Prescription drug replacement/shipment
  - Replacement of lost or stolen airline ticket
  - Credit card/Passport/Important document replacement
  - Location of legal services

For additional information on the services available through CISI go to [travel/faculty-staff-foreign-travel](#)

## 5. Medical Insurance While Abroad

TAMU-CC faculty and staff are strongly encouraged to visit the [Blue Cross Blue Shield Global](#) website (<http://www.bcbsglobal.com/>) to review the Blue Cross Blue Shield services available in your travel destination(s) prior to departure.

## 6. State Department Rates

State Department Rates ([https://aoprals.state.gov/content.asp?content\\_id=184&menu\\_id=78](https://aoprals.state.gov/content.asp?content_id=184&menu_id=78)) are used to determine meal and lodging rates for the area of the (foreign) country that is being traveled to.

## 7. Fly America Act

The Fly America Act (*41 CFR 301-10.131 through 301-10.143*) requires that all federally funded travel be on a US flag carrier or US flag carrier service provided under a code-share agreement\*.

*\* Code sharing occurs when two or more airlines "code" the same flight as if it was their own. In other words, a U.S. airline may sell a seat on the plane of a foreign air carrier; this seat is considered the same as one on a plane operated by a U.S. flag carrier. Compliance with the Fly America Act is satisfied when the U.S. flag air carrier's designator code is present in the area next to the flight numbers on the airline ticket, boarding pass, or on the documentation for an electronic ticket (passenger receipt).*

To ease the burden on the traveler or their booking designee, CTP has contracted to ensure compliance with the Fly America Act when airfare is booked through CTP. CTP will book within compliance, or an acceptable exception will be noted that carries to the expense report in Concur.

While booking through CTP (either via the Concur online booking tool or calling them directly) is recommended, a traveler may choose to accept this responsibility and book through other means. By doing so, the traveler assumes 100% responsibility that the airfare is in compliance, or a valid exception is documented. Documentation must be attached to the Concur expense report. Documentation of

compliance is the appearance of the US flag air carrier's designator code and flight number on tickets or associated documentation (e-Ticket itinerary) for all legs of a trip.

\*\*\*Exceptions to the Fly America Act:

The one exception to the Fly America Act is the [Open Skies Agreements](#). On October 6, 2010, the United States and European Union (EU) "[Open Skies](#)" Air Transport Agreement was published by the U.S. General Services Administration, providing full explanation of the multilateral agreement set in place so that qualifying travelers, whose travel is supported by federal funds, may travel on European Union airlines as well as U.S. Flag Air Carriers. These agreements with other nations allow travel on foreign airlines under certain conditions with procurement using federal funds. There are other exceptions to the Fly America Act which may be appropriate as well. A list of these exception criteria may be found in the [Federal Travel Regulation Guidelines](#), Sections 301-10.135–138. Please note that lower cost and personal convenience are not acceptable criteria for justifying the non-availability of a U.S.-flag air carrier.

To document the exceptions, you must make a memo to the file with supporting documentation and attach it to the Concur Expense Report.

## 8. Export Control

When planning an international trip, please visit the [Export Control](#) site (<https://tamucc.edu/president/compliance/export-control/index>) for contact information, for questions, and to review the *Export Control, Form 400.01, International Travel* found at (<https://tamucc.edu/president/compliance/export-control/impacted-areas/international-travel>.) For further information, please contact Rebecca Ballard, Director of Research Regulatory Compliance at 825-2497, or by email at [rebecca.ballard@tamucc.edu](mailto:rebecca.ballard@tamucc.edu)

## Student Travel (including Field Trips)

Student travel is governed by Texas A&M University-Corpus Christi, *Student Travel Rule 13.04.99.C1* and *Student Travel Procedures 13.04.99.C1.01*.

### 1. Travel Approval/Notification

An approved Student Travel Packet (*Attachment T: Student Travel Packet Checklist*; form can also be found at <https://disbursements-travel-services/travel/student-packet-checklist>) for all student travel should include:

- [Student Travel Checklist](#) (and instructions) (*Attachment F: Student Travel Checklist*; form can also be found at <https://disbursements-travel-services/travel/student-travel-checklist--instructions>)
- [Trip itinerary](#) (*Attachment G: Trip Itinerary*; form can also be found at <https://disbursements-travel-services/travel/trip-itinerary>)
- [List of Participants](#) (*Attachment H: Group Travel Participant List*; form can also be found at <https://disbursements-travel-services/travel/participant-list>)
- [Waiver-Indemnification Form](#) (*Attachment I: Agreement for Waiver, Indemnification, Assumption of Risk and Medical Treatment Authorization*; form can also be found at <https://disbursements-travel-services/travel/waiver-indemnification-form>)
- [Emergency Information Form](#) (*Attachment J: Emergency Information*; form can also be found at

<https://disbursements-travel-services/travel/emergency-information-form>)

- Driver's Record Request (if applicable) (*Attachment K: Drivers Record Request Form*; form can also be found at <https://university-police-department/drivers-record-request>)
- Driver Release (if applicable) (*Attachment L: Driver Release*; form can also be found at <https://disbursements-travel-services/travel/driver-release-form>)
- Incident/Accident Report (*Attachment M: Incident/Accident Report*; form can also be found at <https://disbursements-travel-services/travel/incident---accident-report-form>)
- International Travel Questionnaire for Extreme Risk Countries (Foreign Travel Only) (*Attachment N: International Travel Questionnaire for Extreme Risk Countries*; form can also be found at <https://disbursements-travel-services/travel/international-travel-questionnaire-for-extreme-risk-countries>)

Prior to departure, the approved Travel Packet must be provided to the following:

- The University department, unit, or student organization advisor, and,
- University Police Department at [universitypolicefrontdesk@tamucc.edu](mailto:universitypolicefrontdesk@tamucc.edu), and,
- TAMU-CC Travel Office at [travel@tamucc.edu](mailto:travel@tamucc.edu)

Please note: When traveling abroad, faculty, staff, and students are required to take the following courses in TrainTraq. Transcript(s) showing completion will be required as indicated on the checklist.

- Foreign Travel Course #2111728 - International Travel Safety: Safe Passage Presentation
- Export Control Course #2111212 - Export Controls & Embargo Training – Basic Course
- Export Control Course #2113639 – U.S. Foreign Corrupt Practices Act

These presentations provide safety and awareness education for TAMU-CC employees and students while traveling overseas. Faculty and staff can access these presentations through HR Connect Single Sign On (SSO). Students will need to contact the Employee Development and Compliance Services at (361) 825-2530 or [employee.relations@tamucc.edu](mailto:employee.relations@tamucc.edu) in order to get access through an external gateway.

Personal Accident Insurance (PAI) must be purchased when renting state contracted vehicles if not already included in the contract. A Lost/Damage Waiver (L/DW) or comprehensive coverage, which covers any damage that might occur to the rental vehicle and primary liability for persons and property outside the rental vehicle, are included in state-contracted rental vehicle rate.

## 2. Receipt Requirements

Students will adhere to the same receipt requirements as listed for employees.

## 3. Student Travel Funding

State funds cannot be used to fund student travel; only local funds can be used.

#### **4. Recruitment of Students**

Employee travel expenses to recruit out-of-state students must be funded with local funds. State funds cannot be used to recruit out-of-state students.

Employee travel expenses to recruit in-state students can be funded with state or local funds.

Prospective student travel must be funded with local funds and has the same receipt requirements of student travel.

### **Enforcement of Non-Compliance**

Findings for non-compliant purchases will be documented on a Notice of Finding. The Notice of Finding will list the policy violation(s) and any corrective action(s) that need to be taken. In the event that a cardholder receives more than 3 separate Notice of Findings within a 3-month period, the cardholder and/or reviewer will be required to take remedial training. If the cardholder receives any additional Notice of Finding within 3 months of being required to attend remedial training, the cardholder's account will be suspended for 1 year.

In the event of intentional fraud or misuse by the cardholder, the cardholder may face disciplinary action up to and including termination and legal action.