

UNIVERSITY of HOUSTON  
MANUAL OF ADMINISTRATIVE POLICIES AND PROCEDURES

SECTION: Procurement  
AREA: Travel

Number: 04.02.01A

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| <b>SUBJECT: Travel Paid from State-Appropriated Funds</b> |
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I. PURPOSE AND SCOPE

Travel by University of Houston faculty and staff, and by prospective employees, is restricted by state of Texas and federal regulations. This document is governed by the state of Texas Travel Regulations Act, the General Appropriations Act, and by official interpretation of the Travel Regulations Act as made by the State Comptroller of Public Accounts. This document highlights the primary points of these regulations and provides additional policies as they apply to the university.

This document is to be used in conjunction with [Textravel](#) (state travel laws and rules provided by the Texas State Comptroller to state agencies and institutions of higher education) and the Texas State Travel Directory and other advisories.

For this document, “travel” includes all use of a vehicle between duty points undertaken on behalf of the university – whether outside or within the Houston city limits. These rules apply to all university travel paid or reimbursed from state-appropriated funds. See [MAPP 04.02.01B](#) for rules related to travel using local funds.

II. POLICY STATEMENT

All travel paid or reimbursed with state-appropriated funds must use state or university contracted travel service vendors, including travel agencies, airlines, hotels and car rental companies, unless otherwise indicated in this document or [Textravel](#). All payments and reimbursements for state-funded travel must comply with the requirements of [Textravel](#). All expenses must be reasonable and necessary for conducting university business during travel, and travel must benefit teaching, research, and/or community service at the university.

Internal Revenue Service rules and regulations have specific requirements to determine if travel payments are considered to be part of an “accountable plan” and therefore non-taxable to the employee traveler. See [US Treasury Regulations](#), Subchapter A, Sections 1.162-2, 1.212-1, and 1.274-4, which are summarized in [IRS Publication 463, Travel, Entertainment, Gift, and Car Expenses](#). This MAPP constitutes an “accountable plan” by IRS standards and travel payments that are in compliance with this MAPP are considered non-taxable to the employee, unless otherwise indicated.

III. DEFINITIONS

- A. City Pair: Cities between which university travel is undertaken.
- B. Continental United States: The 48 contiguous states of the United States located on the North American continent between Canada and Mexico (excludes Hawaii and Alaska).
- C. Contract Travel Agency: Travel agency under contract to the state of Texas or designated by the university to provide travel services to state and/or university employees and others traveling on university business.

- D. Contract Vendor: For this document, an airline, automobile rental agency, charge card, hotel/motel or travel agency with which the state or university has contracted to provide services.
- E. Corporate Travel Card: Charge card contracted by the state of Texas that may be used by qualifying university employees to purchase university business-related travel expenses. Corporate travel cards are issued in the name of the employee, who is personally financially responsible for all charges.
- F. Days Spent on Business Activities: Includes days in which (1) the principal activity for that day was conducting university business, (2) the traveler was required to be present at a specific date and time for a business meeting, even if most of the day was not spent on business activities, (3) travel days to and from the business destination (not including travel to or from personal destinations or non-business side trips), and/or (4) non-working days, weekends, and holidays that fall between days in which business was conducted.
- G. Designated Headquarters: The geographic location in which an employee's place of business is located. In most cases, Houston is designated headquarters for university employees.
- H. Duty Point: The location other than the employee's place of employment to which the employee travels to conduct official university business.
- I. Export Controls and Travel Embargo Form: The form that must be completed for all employee travel outside the United States, which documents the travel destination and any restricted items or information that the employee intends to take on the trip.
- J. Foreign Travel: Travel by university employees to/from all countries outside Canada, Mexico, the United States and U.S. possessions.
- K. Lodging: A commercial lodging establishment such as a motel, hotel, inn, apartment, house or similar establishment that provides lodging to the public for pay. This includes lodging provided by a governmental entity on property controlled by that entity, a religious organization on property controlled by that organization, or a private educational institution on property controlled by that institution (Govt. Code [Sec. 660.002](#)).
- L. Official Business: Business required to properly perform the duties of the university position held, in accordance with the university's legal responsibilities. Official university business must relate to and benefit teaching, research, and/or community service at the university.
- M. Official Mileage: Mileage based on the shortest practical route between points. Employees may calculate the number of miles traveled by using a vehicle odometer reading or a mapping service web site (e.g., [Mapquest](#)).
- N. Official Travel Status: The time period between leaving and returning to designated headquarters for approved official travel.
- O. State-Appropriated Funds: Funds appropriated by the Texas Legislature in the General Appropriations Act, whether held inside or outside the State Treasury. Includes general revenue, special line items, Higher Education Assistance Funds (HEAF), Advanced Research Program/Advanced Technology Program (ARP/ATP) funds, and other funds designated as "state" funds.

- P. State of Texas Comptroller of Public Accounts (CPA): The state of Texas agency with authority and responsibility for regulating procurement and related business for all state agencies.
- Q. Travel Coordinator: Person designated by the university to receive and disseminate information relative to the State Travel Management Program for compliance with state of Texas rules related to contracted travel services.
- R. Travel Exemption Certification Form: The form required to document certain accepted conditions of non-use of state contract services. The Travel Exemption Certification Form can be found at the following web address:  
[http://www.uh.edu/finance/pages/AP\\_Travel.htm](http://www.uh.edu/finance/pages/AP_Travel.htm).
- S. Travel Request: The form used to request and authorize official university travel in advance of the trip. The Travel Request is an Excel document and may be downloaded at the following web address: [http://www.uh.edu/finance/pages/AP\\_Travel.htm](http://www.uh.edu/finance/pages/AP_Travel.htm).
- T. Travel Voucher: The form used by employees and prospective employees to document all travel expenses and request reimbursement for any out-of-pocket travel expenses after the trip. Staff must use the Excel form provided at the Comptroller's web site, which is located at: <http://www.window.state.tx.us/fm/travel/> .
- IV. ADVANCED APPROVAL OF TRAVEL
- A. All travel that is related to University business, programs, or activities, whether paid by the University or not, must be approved in advance (i.e., prior to departure) by all of the required approvers for the following categories of travelers:
1. Employees.
  2. Prospective employees and invited spouse, if applicable.
- Note: Student travel may not be paid or reimbursed with state-appropriated funds.
- B. The Travel Request must include the following information:
1. Identifying information for traveler and department contact.
  2. Trip purpose and university benefit, which must involve teaching, research, and/or community service.
  3. Attach conference announcement or provide link to conference website, if applicable.
  4. Classification of traveler (employee or prospective employee).
  5. City/state/country of departure and destination.
  6. Travel dates (departure and return).
  7. The rental car company and hotel to be used. Indicate if the traveler will be staying in a private residence.

8. For employee travelers, indicate whether any travel days will be spent primarily on non-business activities and, if so, the dates of non-business activity. Employees may not be reimbursed for travel expenses that occur on days spent primarily on non-business activity, except for allowable transportation expenses to return home.
9. Employees travelers must also indicate if any of their salary is paid from a federal grant and/or if they are a principle investigator (PI) on a federal grant. If so, the Travel Request must be approved by the Office of Contracts and Grants (OCG) to ensure compliance with federal requirements.
10. Estimated amount of travel expenses to be paid or reimbursed by the university, along with the university cost center(s) and account(s) to be charged.
11. If the traveler expects to be reimbursed for travel expenses from someone other than the university (e.g., conference host), this must be indicated on the Travel Request, and the name of the third party must be given. Also, the percentage or dollar amount paid by the third party should be indicated, if known. Supporting documentation (i.e., letter from host) should be attached to the Travel Request, if available.
12. The Travel Request must be approved by the following individuals:
  - a. Traveler when he/she is a University of Houston employee. Prospective employees are not required to sign the Travel Request.
  - b. Traveler's supervisor or unit head paying for the travel expenses. For faculty members, it will be their academic supervisor regardless of funding source.
  - c. Certifying signatory for the cost center(s) on the Travel Request.
  - d. Office of Contracts and Grants when the employee traveler's salary is paid in part by a federal grant and/or when he/she is a principle investigator with a federal grant.
  - e. Appropriate vice president (or designee) for travel by employees or prospective employees to or from foreign countries other than Canada, Mexico, or Puerto Rico and other US possessions.
  - f. The Chancellor or designee, for travel by employees or prospective employees to or from foreign countries other than Canada, Mexico, or Puerto Rico and other US possessions. The traveler is not authorized to begin the foreign trip until the Chancellor or designee has approved the Travel Request.

Note: Travel Requests may be approved by signing and dating the printed document or by e-mail. If approval is e-mailed, the e-mail from the approver should contain the travel request document and indicate "approved" in the body of the e-mail.

C. Additional Requirements for Foreign Travel

1. The traveler must submit a specific statement for the appropriate vice president's approval prior to the trip, which describes the need for the trip and the benefit or

expected benefit for the university. This statement may be included on the Travel Request or as an attachment if more space is needed.

2. Following the trip, the traveler must submit an agenda to the appropriate vice president, as well as a trip report that describes the activities and meetings including those attending, and how the trip was beneficial to the university. Conference programs or other documentation are to be provided in support of the statement. In a similar manner, senior administrators who report directly to the president shall provide a detailed statement and agenda for foreign travel.

#### V. NOTIFICATION OF TRAVEL TO WASHINGTON, D.C.

In addition to obtaining advance approval on the Travel Request, the following procedures must be followed for travel to Washington, D.C., on state-appropriated funds:

- A. The Office of State-Federal Relations must be notified of (not approve) travel to Washington, D.C., no later than seven calendar days before travel begins. The responsible unit must complete the Report of State Agency Travel to Washington, D.C., at the following Internet address: <http://www.osfr.state.tx.us>.
- B. When the information has been submitted online, a confirmation page will be created, which must be printed and attached to the Travel Request before it is routed for approval.
- C. If notification is not given within seven days of departure, a letter of explanation must be faxed to the Office of State-Federal Relations at (512) 463-1984. This letter must also be attached to the Travel Request before it is routed for approval.

#### VI. EXPORT CONTROLS AND EMBARGO RESTRICTIONS

- A. All employees who travel to destinations outside the United States must complete the Export Controls and Travel Embargo Form and receive approval from the Office of Contracts and Grants, if required, before leaving on the trip. This requirement applies to all employee business travel outside the United States, regardless of the source of funds used to pay for the trip or whether the University pays for any of the trip expenses. The Export Controls and Travel Embargo Form is located at: <http://www.research.uh.edu/Home/Division-of-Research/Contracts-and-Grants/Manage-Awards/Travel.aspx>.
- B. The completed Export Controls and Travel Embargo Form must be attached to the Travel Request, as the Travel Request is routed for approval, and must be uploaded as supporting documentation to any University-paid or reimbursed travel expense (e.g., voucher or Travel Card) for employee business travel outside the United States.
- C. Employees are advised to complete the Export Controls and Travel Embargo Form as early as possible to allow adequate time for the Office of Contracts and Grants to request a license from the responsible federal agency, if required. Most travel outside the U.S. will not require a license, but if a license is required it could take up to six months to process by the federal agency.

## VII. USE OF CONTRACTED TRAVEL VENDORS

## A. Types of Contracted Services

To provide timely and efficient travel services and generate cost savings to state agencies, the state of Texas contracts with travel vendors. Official university travel paid or reimbursed from state-appropriated funds must use state or university contracted vendors, when available, for the following types of services:

1. Travel charge cards (used to purchase airfare, may also be used to make other travel-related expenditures; personal credit cards may be used to purchase any travel expenditures other than airfare).
2. Travel agencies used to purchase airfare.
3. Airfare.
4. Lodging.
5. Rental cars.

Names and rates of current state-contracted travel vendors for airfare, lodging and rental cars are available at: <http://www.window.state.tx.us/procurement/prog/stmp/>.

## B. Documentation of Non-Use of Contracted Travel Vendors

1. When travel arrangements are made through the contracted travel agency, the travel agency will document and report exceptions to using contracted vendors to the state.
2. Other acceptable conditions of non-use of contracted travel vendors will require the completion of a Travel Exemption Certification Form available online at [http://www.uh.edu/finance/pages/AP\\_Travel.htm](http://www.uh.edu/finance/pages/AP_Travel.htm). The form lists acceptable conditions of non-use of contracted travel services.
3. State contracted travel services cannot be purchased for independent contractors.

C. The Fly America Act requires that foreign air travel funded by Federal funds, including Federal pass-through funds, be conducted on U.S flag air carriers. There are limited [exceptions](#) where the use of a foreign-flag air carrier is permissible.

If a foreign-flag air carrier is paid with Federal funds, the Fly America Act Waiver Checklist must be completed to document the exception to the Fly America Act. The Waiver Checklist is located at: <http://www.research.uh.edu/Home/Division-of-Research/Contracts-and-Grants/Manage-Awards/Travel.aspx>. The Waiver Checklist must be uploaded as supporting documentation to the voucher or Travel Card expense report used to pay for the airfare.

## VIII. STATE HOTEL OCCUPANCY TAXES FOR LODGING IN TEXAS

## A. Claiming Exemption

University employees are exempt from the state portion of hotel occupancy taxes when traveling on official university business in Texas. The following procedures should be used to claim exemption from those taxes:

1. The employee should present a Texas Hotel Occupancy Tax Exemption Certificate to the Texas hotel or motel at the time of check-in. A certificate for university employees is available at the following Internet address: [http://www.uh.edu/finance/pages/AP\\_Travel.htm](http://www.uh.edu/finance/pages/AP_Travel.htm).
2. The employee should verify that they are not charged for the state portion of hotel occupancy taxes (6 percent) at the time of checkout.

## B. Claiming Reimbursement

If the Texas hotel or motel refuses to honor the Exemption Certificate, the employee may be reimbursed for the state hotel occupancy tax as follows:

1. The employee provides the name, address and phone number (if available) of the Texas hotel/motel that refused the certificate.
2. The employee faxes or e-mails the above information and the following or similar statement to the Travel Coordinator: “[name of hotel] refused to honor Texas Hotel Occupancy Tax Exemption Certificate on [date].”
3. The Travel Coordinator signs the statement and faxes it back to the employee or returns the e-mail indicating approval.
4. The Travel Coordinator notifies the Comptroller’s Office that the Texas hotel or motel refused to honor the Exemption Certificate.

Employees may not be reimbursed for state hotel occupancy tax with state funds if they did not properly present the Exemption Certificate to the hotel. Non-employees are not exempt from the state hotel occupancy tax and should be reimbursed for this expense without explanation.

## IX. TRAVEL ARRANGEMENTS

## A. Airfare

Airfare may be purchased with state-appropriated funds in one of the following ways:

1. Airfare charged directly to the Department State Travel Card.

The person making the travel arrangements must verify that state-contracted airfare is purchased, if available. A list of contracted airfares may be found at: <http://www.window.state.tx.us/procurement/prog/stmp/>.

If the trip is later cancelled or not approved by a higher administrative authority (e.g., supervisor, Chancellor), the airfare should be refunded to the Department Travel Card. If non-refundable airfare is cancelled, the original charge should be moved to a local, non-state, cost center.

2. Airfare charged to an employee's Corporate Travel Card either by (a) using the contracted travel agency or (b) purchasing contracted airfare directly from the airline. If non-contracted airfare is purchased, the Travel Exemption Certification Form is required. The form is available at the following web site: [http://www.uh.edu/finance/pages/AP\\_Travel.htm](http://www.uh.edu/finance/pages/AP_Travel.htm).
3. Airfare purchased by a non-employee. State-contracted airfare is not available to non-employees who purchase their own airfare.
4. Airfare purchased from a non-contracted travel agency, if the purchase meets acceptable condition(s) of non-use of contracted travel services. The Travel Exemption Certification Form ([http://www.uh.edu/finance/pages/AP\\_Travel.htm](http://www.uh.edu/finance/pages/AP_Travel.htm)) is required.
5. All airfare must be purchased at the lowest price available (i.e., coach class). No-cost upgrades to business class or first class airfare are acceptable, as long as the airfare receipt provided by the airline or travel agency clearly indicates that there is no additional cost for the upgrade.

#### B. Hotels

Lodging may be purchased in one of the following ways:

1. State-contracted hotel room charged to an employee's Corporate Travel Card or personal credit card. Lodging may be arranged by the traveler or through a contracted travel agency. The person making the travel arrangements must verify that a state-contracted hotel room is purchased, if available. A list of contracted hotels is available at: <http://www.window.state.tx.us/procurement/prog/stmp/>.
2. Non-contracted hotel room charged to an employee's Corporate Travel Card or personal credit card, if the purchase meets acceptable condition(s) of non-use of contracted travel services. The Travel Exemption Certification Form ([http://www.uh.edu/finance/pages/AP\\_Travel.htm](http://www.uh.edu/finance/pages/AP_Travel.htm)) is required.
3. Non-contracted hotel room charged to a prospective employee's personal credit card. Requires a Travel Exemption Certification Form, available at [http://www.uh.edu/finance/pages/AP\\_Travel.htm](http://www.uh.edu/finance/pages/AP_Travel.htm).

#### C. Rental Car

State-contracted rental car costs include liability and loss/damage waiver (LDW) insurance in the base rate, while non-contracted rental car costs do not. If a non-contracted rental car company is used, it is the traveler's responsibility to obtain the proper insurance coverage.

Rental cars may be obtained for university travel in one of the following ways:

1. State-contracted rental car charged directly to a university department account through a direct billing arrangement set up in advance by the Travel Coordinator.
2. State-contracted rental car charged to an employee's Corporate Travel Card or personal credit card. The reservation may be made by the traveler or through a contracted travel agency. The person making the travel arrangements must verify that a state-contracted rate is charged by the contracted rental car



company, if available. A list of contracted rental car companies may be found at: <http://www.window.state.tx.us/procurement/prog/stmp/>.

3. Non-contracted rental car charged to an employee's Corporate Travel Card or personal credit card, if the purchase meets acceptable condition(s) of non-use of contracted travel services. The Travel Exemption Certification Form ([http://www.uh.edu/finance/pages/AP\\_Travel.htm](http://www.uh.edu/finance/pages/AP_Travel.htm)) is required.
4. Non-contracted rental car charged to a prospective employee's personal credit card. Requires a Travel Exemption Certification Form, available at [http://www.uh.edu/finance/pages/AP\\_Travel.htm](http://www.uh.edu/finance/pages/AP_Travel.htm).

#### X. TRAVEL REIMBURSEMENTS

- A. No more than one travel reimbursement voucher should be processed for each business trip.

- B. Form to Request Reimbursement

A State Travel Voucher and the Finance System Voucher are required to reimburse (1) employees and (2) prospective employees for travel expenses.

- C. Deadline for Submission of Travel Voucher

1. Employees and prospective employees must submit their request for reimbursement, including required documentation, to the department business office no later than 60 days after travel is completed. Requests submitted after 60 days may not be forwarded to Accounts Payable for reimbursement, unless approved by the appropriate division vice president.
2. In accordance with Internal Revenue Service accountable plan requirements, as described in [IRS Publication 463](#), all reimbursement requests submitted to the department business office after the above deadline will be treated as taxable income to the payee. These vouchers must be routed in workflow through the Tax Department and must include a completed Taxable Payments or Reimbursements to Employees form (Exhibit B, SAM [03.D.06](#)). On the form, "Other Taxable Wage Benefits" (Payroll Earnings Code 443) should be indicated, but the voucher should contain the appropriate accounts that describe the expenses (not account 54814, Other Taxable Wage Benefits).
3. The department should make every effort to submit vouchers for employee and prospective employee travel reimbursements to Accounts Payable as soon as possible, but no later than 15 days following receipt of all required documentation from the traveler.

- D. Reimbursement Rules and Documentation

1. State-funded travel reimbursement rules and documentation requirements, which are contained in Textravel, are too lengthy to be listed here. However, [Textravel](#) may be found at the following web address: <https://fm.x.cpa.state.tx.us/fmx/travel/texttravel/index.php>.
2. For overnight travel in Texas, a traveler must claim the actual meals and lodging expenses not to exceed the federal travel rates indicated for the travel destination in Texas (see U.S. General Services Administration web site at

<http://www.gsa.gov/portal/category/21287>). Itemized receipts are required for lodging.

3. For overnight travel outside Texas but inside the continental US (i.e., lower 48 states), a traveler must claim the actual meals and lodging expenses not to exceed the federal travel rates indicated for the travel destination (see U.S. General Services Administration web site at <http://www.gsa.gov/portal/category/21287>). Itemized receipts are required for lodging.
  4. For overnight travel outside of the continental US (i.e., lower 48 states), a traveler will be reimbursed based on actual meals and lodging expenses not to exceed the greater of \$350 or the federal travel rates indicated for the travel destination (see U.S. General Services Administration web site at <http://www.gsa.gov/portal/category/21287>). Itemized receipts are required for lodging. Meal expenses that exceed the federal travel regulation meal per diem (M&IE) for the travel destination must be supported by itemized receipts. Within the above limits, travelers may only be reimbursed up to the amount actually expended.
  5. Employees may not be reimbursed for a lodging expense incurred at a place that is not a commercial lodging establishment in accordance with Texas Government Code [Sec. 660.113](#).
  6. Though [Textravel](#) permits reimbursement of non-overnight meals under certain circumstances, University of Houston travelers will not be reimbursed for non-overnight meals because of an Internal Revenue Service requirement that these reimbursements be considered taxable income ([IRS Publication 463](#)). However, meal expenses incurred by prospective employees during non-overnight travel may be reimbursed. Such expenses should not be lavish or extravagant in view of the circumstances.
  7. Travelers are responsible for knowing the state-funded travel rules. Personnel who prepare and approve Travel Vouchers are responsible for knowing and following the documentation requirements listed in [Textravel](#). Questions regarding travel reimbursements should be directed to the Travel Coordinator or other designated individuals in Accounts Payable.
- E. Those employees with university travel expenses that exceed \$10,000 in the prior fiscal year will be subject to an automatic audit of travel made during the current fiscal year. In addition, vice presidents and deans will be subject to an automatic audit of travel regardless of their travel amounts.

#### XI. COMBINING BUSINESS AND PERSONAL TRAVEL

Travelers who combine business and personal travel must adhere to the following requirements, which are based on [US Treasury Regulations](#), Subchapter A, Sections 1.162-2, 1.212-1, and 1.274-4 and described in [IRS Publication 463](#).

- A. Travel in the United States (all 50 states and the District of Columbia)
  1. Travel Primarily for Business in the US – Defined as travel when the number of “days spent on business activities” (see above definition) exceeds the number of days spent on personal activities.

Also, the nature of the business activities must be documented to show they directly benefit the university.

- a. If the traveler's actual airfare includes a personal destination, the traveler must provide a lowest priced airfare quote that only includes business destinations. The traveler will be reimbursed the lesser of the actual airfare, which includes the personal destination, and the quote, which only includes business destinations. Airfare that includes personal destinations may not be directly charged to the university on a Voucher or Travel Card.
  - b. All meals, lodging, and other travel expenses incurred on personal days will not be reimbursed to the traveler and may not be directly charged to the university on a Voucher or Travel Card.
  - c. Any additional expenses incurred (additional hotel room charge, additional baggage fees, etc.) because a family member is traveling with the university employee for personal reasons may not be charged to the university or reimbursed to the employee.
2. Travel Primarily for Personal Reasons in the US – When the number of “days spent on business activities” is less than or equal to the number of days spent on personal activities.

The cost of traveling to/from the destination (airfare, mileage to/from airport, airport parking, etc.) may not be directly charged to the university or reimbursed. Only expenses that are directly related to conducting university business may be charged to or reimbursed by the university, such as lodging and meals on “days spent on business activities,” and local transportation costs to/from business meetings.

B. Travel Outside the United States

1. Travel Considered to be Entirely for Business Outside the US – All university employee business travel outside the US that includes some personal travel days is “considered to be entirely for business” because the employee is considered to have “no substantial control” over making the trip. The only exception is the President's travel outside the US.

Transportation costs to/from the business destination will be paid/reimbursed 100%, not including personal destinations or side trips. Other travel expenses, such as meals, lodging, and local transportation, will be reimbursed only if they are incurred on “days spent on business activities.” Expenses for days spent on personal activities will not be reimbursed.

- a. If the traveler's actual airfare includes a personal destination, the traveler must provide a lowest priced airfare quote that only includes business destinations. The traveler will be reimbursed the lesser of the actual airfare, which includes the personal destination, and the quote, which only includes business destinations. Airfare that includes personal destinations may not be directly charged to the university on a Voucher or Travel Card.

- b. All meals, lodging, and other travel expenses incurred on personal days will not be reimbursed to the traveler and may not be directly charged to the university on a Voucher or Travel Card.
    - c. Any additional expenses incurred (additional hotel room charge, additional baggage fees, etc.) because a family member is traveling with the university employee for personal reasons may not be charged to the university or reimbursed to the employee.
  2. The President's travel outside the US that is greater than seven (7) days is not automatically "considered to be entirely for business" because the President is a "managing executive" and is considered to have substantial control over making business trips. Therefore, the President must substantiate that travel outside the US is "considered to be entirely for business" or "primarily for business" when personal travel is combined with business travel ([IRS Publication 463](#)).
- C. Departments and travelers should contact Accounts Payable prior to making travel arrangements for trips that combine both business and personal travel if they have questions about compliance with this policy.

## XII. COMPLETING THE TRAVEL VOUCHER

- A. The following information, if applicable, must be completed on the front of the Travel Voucher:
  1. Agency number (i.e., 730 for University of Houston; 783 for University of Houston System Administration).
  2. Agency name (i.e., University of Houston or University of Houston System).
  3. Traveler (payee) name.
  4. Traveler job title.
  5. Designated headquarters for traveler (i.e., Houston for most travelers).
  6. Travel Request number.
  7. Trip dates (departure and return).
  8. Destination (city and state or city and country).
  9. An itemization of expenses for in-state or out-of-state travel, whether paid by the traveler or directly billed to the university.
  10. The following items must be subtracted from total travel expenses:
    - a. Expenses billed centrally to the university.
    - b. Expenses paid on a local-fund Travel Voucher.
    - c. Other expenses that will not be reimbursed due to departmental discretion.

11. The original signature of the traveler and date signed must appear on the Travel Voucher.
- B. The following information, if applicable, must be completed on page two of the Travel Voucher:
1. The date and time of departure and return from travel, if claiming meal or lodging expenses. If flying, the departure time is when a traveler is required to be at the airport to board an airplane. The return time is when the flight actually returns to designated headquarters (i.e., lands in Houston for university employees).
  2. The amount of meal and/or lodging expenses claimed each day of travel. In the in-state or out-of-state section, each day's expenses must be entered on a separate row in the column for meals or lodging not to exceed the federal travel rates indicated for the travel destination (see U.S. General Services Administration web site at <http://www.gsa.gov/portal/category/21287>). The sum of meal and lodging expenses for each day must be entered in the total column and that column must be totaled as well.
  3. The destination, travel purpose and benefit to the university must be noted.
  4. Public transportation (airfare, taxi, bus, train) must be itemized with applicable dates in the left hand column.
  5. Personal car mileage must be itemized point-to-point with applicable dates in the left hand column (attach a separate page, if necessary).
  6. The total mileage claimed must be entered in the box on the right hand side of the voucher.
- C. Documentation for the Travel Voucher

In addition to the Travel Voucher, the following documentation must be attached to the PeopleSoft Voucher (see [Texttravel](#) for additional information):

1. Original receipts for:
  - a. Traveler-paid airfare (airline ticket stub, unless "ticketless" travel; travel agent's or airline's invoice/itinerary).
  - b. Traveler-paid rental car (itemized receipt).
  - c. Traveler-paid hotel (itemized receipt).
  - d. Traveler-paid meals (itemized receipt) for foreign travel only if the meal expense exceeds the federal travel regulation meal per diem for the travel destination.
  - e. Incidental expense transactions that exceed \$75.00 (itemized receipt). Receipts are not required for incidental expenses unless an individual expense exceeds \$75.00. However, travelers should always ask for a receipt for incidental expenses and provide it as documentation with the Travel Voucher when provided by the vendor.

2. Receipts in a foreign currency must be converted to U.S. dollars and the exchange rate must be indicated.
  3. Itinerary from travel agency, if ticketless travel and/or airfare were purchased through a university-contracted travel agency.
  4. Registration receipt or other proof of payment, if applicable.
  5. For non-foreign travel, daily itinerary of meetings attended or conference program that support the business purpose of the trip. For foreign travel, copy of agenda and trip report submitted to the appropriate vice president or president, as described in paragraph IV.C.
  6. Approved Travel Request and any attachments explaining the purpose/benefit of the trip. If approved by e-mail, attach a copy of the approving e-mails along with the printed Travel Request.
  7. Travel Voucher used to pay some of the travel expenses on a local-fund cost center, if applicable.
  8. For travel to Washington, D.C., copy of the confirmation page for submitting the Report of State Agency Travel to Washington, D.C., to the Office of State-Federal Relations and any related documentation.
  9. For state hotel occupancy tax charged by a Texas hotel or motel, copy of statement approved by the Travel Coordinator that the hotel/motel refused to honor the Exemption Certificate.
  10. All receipts, invoices, or itineraries for purchases direct-billed to the university, whether paid on a Travel Card or Voucher. These documents must be clearly marked as paid on a Travel Card or Voucher.
- D. If airfare charged to the Department Travel Card is the only travel expense incurred, the department will note this on the Travel Request and upload the original Travel Request and invoice/itinerary in the Finance System.
- E. Accounting for third-party travel reimbursements to employees
1. If a third-party reimbursement is received before the employee signs the Travel Voucher, expenses related to the reimbursement should be included in the expenditure detail and the reimbursement should be deducted from the total line on the Travel Voucher.
  2. If the third-party reimbursement is received after the employee signs the Travel Voucher, travel expenses covered by the third-party reimbursement should be included in the expenditure detail and paid to the employee. A personal check from the employee for the amount of the third-party reimbursement must be deposited into the appropriate university cost center and account within 10 days of receipt of the third-party reimbursement.

### XIII. TRAVEL ADVANCES ON STATE FUNDS

Travel advances are paid and cleared on department local cost centers only. See [MAPP 04.02.01B](#) for travel advance instructions for local funds.

## XIV. TRAVEL-RELATED INSURANCE

- A. Travel must be approved in advance to ensure travelers are covered under the university workers' compensation insurance and to provide legal protection as they perform official duties.
- B. In addition, the state travel card vendor provides travel insurance when the airfare is charged to the State Department Travel Card or to the traveler's individual Corporate Travel Card.
- C. State-contracted rental cars include liability insurance and the collision damage waiver in the contracted price. However, they are not generally included in the price of non-contracted rental cars. Therefore, travelers should purchase liability insurance, unless covered by their own car insurance, and the collision damage waiver for non-contracted rental cars. Total cost may not exceed the cost of state contracted rental car that includes the liability insurance and the LDW.
- D. A Travel Request is not required for insurance purposes when travel is limited to the Houston area (i.e., for intercity mileage). However, it should be evident that the employee was driving to or from a university-related meeting.

## XV. REVIEW AND RESPONSIBILITIES

Responsible Party: Associate Vice President for Finance

Review: Every three years on or before June 1

## XVI. APPROVALS

Carl Carlucci

Executive-Senior Vice President for Administration and Finance

Renu Khator

President

Date of President's Approval: April 29, 2013

## XVII. REFERENCES

State of Texas Travel Rules and Regulations  
UH System Administrative Memoranda [01.C.05](#) and [03.A.03](#)  
[MAPP 04.02.01B](#) and [04.02.01C](#)  
[MAPP 05.02.01](#)

## REVISION LOG

| Revision Number | Approved Date | Description of Changes   |
|-----------------|---------------|--|
| 1               | 12/22/1992    | Initial version (04.02.01 – Travel) [Originally a Policy and a Procedure]  |
| 2               | 06/07/2000    | Applied revised MAPP template. Integrated Policy and Procedure into one document. MAPP number changed to 04.02.01A; title change to Travel Paid from State-Appropriated Funds. All sections rewritten to emphasize state-appropriated funding. Added Addendums A, B, C, D, and E   |
| 3               | 08/12/2002    | Texas Building and Procurement Commission (TBPC) replaced General Services Commission (GSC) throughout document. Added web addresses for various forms referenced in document. Removed information on Governor's Approval of Foreign Travel information throughout document. Inserted PeopleSoft Voucher information as applicable. Added information to Reimbursement rules for out-of-state meals and lodging. Removed Section XIV, Addendum D, and Addendum E |
| 4               | 10/25/2004    | Added University Central Bill Account (CBA) to Section III. Travel requests approved by signing/printing document or e-mail message. Updated web sites throughout document. Updated documentation in Section IX and XII. Removed Addendum C  |
| 5               | 07/28/2005    | Applied revised MAPP template. Updated web sites throughout document. Rewrote Section XII  |
| 6               | 02/28/2006    | Applied revised MAPP template  |
| 7               | 04/07/2008    | Replaced TBPC with State of Texas Comptroller of Public Accounts (CPA) throughout document. Added websites for forms cited in Section III and throughout text. Removed University Central Bill Account (CBA) from Section III and replaced with Department Travel Card throughout documentation. Removed Section IX. Updated deadline information for submission of travel vouchers. Removed Addendum B and Addendum label for Travel Voucher example            |
| Interim         | 01/13/2010    | Interim publication. Added information to Section IV.C on foreign travel and specific prior approval. Updated information in Sections VI, VII and IX. Removed Travel Voucher example and Index terms   |



| Revision Number | Approved Date | Description of Changes  |
|-----------------|---------------|---|
| 8               | 02/07/2012    | Applied revised MAPP template and added new revision log. All changes from Interim publication (Revision 8) included, plus addition of Lodging in Section III and additional documentation for Official Mileage. Added Export Controls documentation to Section VI. Added Fly America Act information to Section VII.C. Deleted references to \$36/day for meals and \$85/day for lodging in Texas, since there are no set limits for per diem effective September 1, 2011; all per diem amounts are based on the GSA web site. Updated web site locations throughout document  |
| 9               | 04/27/2012    | For State fund travel within the continental US – Must stay within the federal meal per diem (M&IE) for the destination and no meal receipts required. For State fund travel outside the continental US – Meals and lodging combined cannot exceed the greater of \$350/day or the federal combined per diem for the destination. Meal receipts are not required as long as meal expenses do not exceed the daily meal per diem (M&IE) for the destination. If meal expenses exceed the meal per diem for one day, meal receipts are required for every day of the trip. Removed requirement for a daily itinerary (post-trip report) for domestic travel. Added Section X.E, indicating that those employees with travel reimbursements that exceed \$10,000 in the prior fiscal year will be subject to an automatic audit of travel made during the current fiscal year. In addition, vice presidents and deans will be subject to an automatic audit of travel regardless of their travel amounts. In Section IV.B.9, documented that faculty member reimbursement must be approved by their academic supervisor, regardless of funding source, per Internal Audit Report AR2012-17 |
| 10              | 04/29/2013    | Included redlines to Section IV.B on the revised Travel Request and the documentation needed to accompany it. Added information regarding travel payments and accountable plan rules throughout the procedure. Added Section XI on combining business and personal travel, both in the United States and outside of the United States. In Section XII.C on the Travel Voucher/Travel Card, included information on all documentation (including receipts, invoices, and itineraries) needed to complete processing  |
| <u>11</u>       | <u>TBD</u>    |   |