



UH- Travel Policy News – Dec 2002

Happenings:

In accordance with directives from the Transportation Security Administration (TSA), passengers using terminals B, C & D at Houston's Bush Intercontinental Airport (**IAH**) must now have a ***day-of-flight boarding pass and accepted identification*** to enter areas beyond security checkpoints. Receipts, printed itineraries and paper tickets are no longer sufficient documentation to allow passengers through security.

In practical terms, it means that passengers using e-tickets should stop at one of the numerous e-ticket kiosks to get a boarding pass before proceeding to the security checkpoint, while passengers using paper tickets will - unfortunately - have to stand in line at the ticket counter to have a boarding pass issued.

The TSA has *not* been advising the public of when these changes will take effect at which airport, so it's best to **assume this process is the norm everywhere you travel**. On a brighter note, it's been reported that this new procedure will mean the elimination of random searches at the gate...

Documents and Forms Compliance

Effective **01-02-2003**, Accounts Payable (Travel Section) will not be accepting the State Travel Voucher Form as documentation for local funded travel. Instead, departments must use the Travel Expense Report to document out-of-town travel expenses paid with local funds as indicated in MAPP 4.02.01B. The Local Transportation report is recommended to document inner city mileage, tolls and parking when local funds are used. The State Travel Voucher must be used to document inner city mileage or out-of-town trips paid from state funds.



Texas State Travel Management Program - Updates

Effective October 1, 2002, the maximum and median meal and lodging rates for state employees traveling to out-of-state locations within the contiguous United States can be accessed by clicking on a state listed below.

http://www.window.state.tx.us/comptrol/san/fm.notices.date.html/fm03/fm03-10_intro.html

To access the out-of-state meal and lodging rates effective prior to October 1, 2002, please visit the following link:

<http://www.window.state.tx.us/comptrol/san/fm.notices.date.html/fm02/fm02-16.html>



Sandra/Linda's Corner:

Linda: Hi there, Sandra I have some questions for you. Can you help me?

Sandra: I sure can.

Linda: My Director has just got back from his trip to San Francisco and I will need your help with processing his reimbursement.

Sandra: What funds were used for the trip?

Linda: We are using state funds for his reimbursement and I think the policies and procedures are different from those of local funds. But I'm not sure as to what the differences are. He left UH on 12/1/02 and returned on 12/4/02. He parked at Hobby airport, and I don't have receipts for his meals but I do for his lodging. He also ordered movies and purchased alcohol through room service. I have no idea what to do so any help would greatly be appreciated.

Sandra: The policies and procedures for reimbursement on state funds are different from those of local fund reimbursements. First of all, you will have to complete a State Travel Voucher Form that can be found at: <http://www.uh.edu/finance/Travel/TV03.xls>. For meals and Lodging expenses, his reimbursement cannot exceed the per diem amounts. For obtaining the per diem amounts for San Francisco, go to: http://www.window.state.tx.us/comptrol/san/fm.notices.date.html/fm03/fm03-10_intro.html and look up the State of California and the city of San Francisco. He cannot however be reimbursed for movies and alcohol on state funds. His Parking Expense can be listed as incidentals and so can the hotel taxes. Mileage to Hobby Airport is 7.3 miles one way and the mileage reimbursement rate is 0.35 cents/mile. You will have to attach his travel request and receipts to his travel voucher and create a People Soft coversheet for the amount of his reimbursement. The traveler has to sign the Travel Voucher and his Supervisor has to sign only if the Travel Voucher amount exceeds the amount on the Travel Request. Your certifying signatory will have to sign off on the People Soft Voucher Coversheet.

Linda: Sandra, thanks a lot for all the help. Can I call you incase I have any more questions?

Sandra: You sure can and feel free to call me at any time.



Quizzin' with Edwin:

Q : Who needs to sign the Local Transportation Report ?

A: Both the Traveler and the supervisor/Unit Head need to sign the Local Transportation Report.

Q: Who needs to sign the Travel Request?

A : Traveler's supervisor or unit head paying for the travel expenses.

Person authorized to approve contract/grant expenditure (if applicable).

Certifying signatory for the cost center(s) on the Travel Request.

Appropriate vice president for travel by employees or prospective employees to or from foreign countries other than Canada or Mexico.

Chancellor, for travel by employees or prospective employees to or from foreign countries other than Canada or Mexico. The traveler is not authorized to begin the foreign trip until the Chancellor has approved the Travel Request.

Q: What are the roundtrip mileages to the Intercontinental and Hobby Airports from University of Houston?

A: Roundtrip from UH to Intercontinental Airport: 42.8 miles and roundtrip from UH to Hobby airport is 14.6 miles. Any other mileages need to be accompanied by a mileage log from Map Quest or Yahoo Maps etc.

Q: Can a traveler be reimbursed for both mileage and gas?

A: Only Mileage is reimbursable if a personal vehicle was used. In case of a rental vehicle, only gas can be reimbursed.



Latoya's Take: The following are some of the basic issues that were encountered with Budget Checking the Travel Requests that were processed by the Travel Section. The suggestions are being made in response to some common issues that the departments face with regards to the Travel Request processing.

Reasons:

1. Original budget data is not found.
2. Project grant data not found.
3. Revenue Est. data not found.

Explanation: A budget was not created for the budget mode of the cost center that corresponds to the People Soft account on the voucher distribution line.

Reasons:

1. Outside project/grant date.
2. Invalid project/grant date

Explanation: Dates of the voucher is not within the project/grant budget period or start and end dates of the project grant.

Reasons:

1. Insufficient org. budget.
2. Insufficient project/grant budget check.

Explanation: Insufficient funds exist in the cost center budget mode that corresponds to the People Soft account on the voucher distribution line.

Reason:

1. Not budget checked.

Explanation: One or more distribution lines on the same voucher did not pass budget check. All distribution lines must pass budget checking in order for the voucher to be budget checked.

Suggested actions for solving the issues mentioned above are as follows:

1. Change the cost center.
2. Submit a budget request to set up a budget.
3. Delete the distribution line with the error message.
4. Request a change to project/grant budget dates.
5. The college/division administrator may request to override budget checking if expenditure or budget transfers to correct the cost center are in process.
6. Review the error messages for the distribution lines that did not pass budget checking and take corrective action.



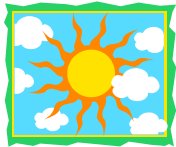
Denise's Note:

Please remember the following state rules when paying or reimbursing travel with state appropriated funds:

- 1) The original signature of the traveler, including prospective employees, must appear on the

State of Texas Travel Voucher. Faxed signatures are not allowed.

- 2) The traveler must initial any changes to the Travel Voucher. Alternatively, an email from the traveler that acknowledges changes may be attached to the Travel Voucher.
- 3) If a paper airline ticket was issued, the original airline receipt must be attached to the Travel Voucher, along with the itinerary. If the traveler will not be reimbursed for travel expenses, Then forward the original airline receipt to Accounts Payable so it can be attached to the Bank of America voucher.
- 4) If an electronic airline ticket was issued, the itinerary that indicates it was an e-ticket must be attached to the Travel Voucher.
- 5) The original, itemized hotel and rental car receipt must be attached to the Travel Voucher.
- 6) Mileage must be documented point-to-point using the Texas Mileage Guide on Comptroller's page at <http://www.cpa.state.tx.us/comptrol/san/travel/travel.html> or based on the traveler's odometer readings, if any of the points do not appear in the Mileage Guide. For points that do not appear in the Mileage Guide, an address or intersection must be provided so the mileage claimed can be verified.
- 7) Contracted airfares, hotels, and rental cars must be used, unless an exception is documented with Addendum B (MAPP 4.02.01A).
- 8) Per diem reimbursement for overnight travel within Texas may not exceed \$30/day for meals and \$80/day for lodging. Meals and lodging within Texas are always coded as per diem, not actual expenses.
- 9) Reimbursement for overnight travel outside Texas but within the continental US may not exceed the per diem rates for meals or lodging indicated on the Comptroller's web page. Meals and lodging within the continental US are always coded as per diem, not actual.
- 10) Tips and gratuities may not be reimbursed with state funds.
- 11) Additional state travel rules can be found in the Travel Allowance Guide on the Comptroller's web page at : <http://www.cpa.state.tx.us/comptrol/san/travel/travel.html>



Traveler's Trivia

US city with the smoothest sailing weather all year around is Yuma, AZ

Being the driest city in the USA with average annual precipitation of 2.65 inches, Yuma averages only 17 days of rain per year. Even in winter, this city experiences mostly clear skies and abundant sunshine. Yuma also ranks the 3rd among the least humid cities with average relative humidity of just 38%. The only drawback is the extreme afternoon summer temperatures, which average at least 100 degrees F from June 4 to September 24 and 105 degrees F from June 22nd to August 26th
(Source: The Farmer's Almanac)



Links

GSA State Travel Management Program:

<http://www.gsc.state.tx.us/travel>

Contracted Hotel Information

Contracted Airline Fares

Contracted Rental Car Agencies Information

Travel Rules and Documentation:

http://www.uh.edu/finance/Travel/Travel_Rule.htm

Texas Mileage Guide / State Travel Reimbursement at a glance:

<http://www.window.state.tx.us/comptrol/texastra.html>

Per Diem meal and lodging Rates:

In State:

<http://www.window.state.tx.us/comptrol/texastra.html>

Out Of State:

http://www.window.state.tx.us/comptrol/san/fm.notices.date.html/fm03/fm03-10_intro.html

Foreign Per Diems :

<http://www.state.gov/m/a/als/prdm/>

Travel Advisory:

Department of State (Website) for on the watch list countries

http://travel.state.gov/travel_warnings.html



Centers for Disease Control (Travel)

<http://www.cdc.gov/travel/>



Currency Converter:

<http://www.xe.com/ucc/>



Contact Information

Sandra Silva - Travel Coordinator
713-743-5883 (Phone) 713-743-8709 (Fax)
ssilva@central.uh.edu

Responsible for: Travel Advances, Corporate Card, State Travel Management Program, Procurement Card, Travel Training, audit and inquiries.

Denise Bland – Accounts Payable Analyst
713-743-8505 (Phone) 713-743-8709 (Fax)
dbland@central.uh.edu

Responsible for: Travel voucher audit, Travel Training and Inquiries

Linda Howard – Accounts Payable Analyst
713-743-8708 (Phone) 713-743-8709 (Fax)
lfhoward@central.uh.edu

Responsible for: Maintenance and reconciliation of all centrally billed airfare.

Edwin Rodas – Accounts Payable Assistant
713-743-8961 (Phone) 713-743-8709 (Fax)
emrodas@central.uh.edu

Responsible for: Travel Voucher Audit

Priya Chityala – Accounts Payable Manager
713-743-8707 (Phone) 713-743-8709 (Fax)
pchityala@central.uh.edu

Responsible for: Travel and Training

Samantha Yurus – Director Accounts Payable
713-743-8721 (Phone) 713-743-8709 (Fax)
shyurus@central.uh.edu



Comments/Suggestions:

Please feel free to drop in a line if you have any comments or suggestions to make this a better publication.

Pchityala@central.uh.edu



Archive:

For Previous Issues of the Travel Policy Newsletter Visit:

http://www.uh.edu/finance/Travel/Forms_instr.htm



Happy Holidays

