

Key Finance MAPP Updates  
Approved on April 27, 2012

Travel Meals and Lodging

- State Funds (MAPP 04.02.01A)
  - Overnight travel in Texas
    - Meals - may not exceed meal per diem (M&IE) for destination; receipts not required for meal reimbursement
    - Lodging – may not exceed lodging per diem for destination; itemized receipt required
    - Use account 56105 for meals and lodging
  - Overnight travel outside Texas but within the continental US
    - Meals - may not exceed meal per diem (M&IE) for destination; receipts not required for meal reimbursement
    - Lodging – may not exceed lodging per diem for destination; itemized receipt required
    - Use account 56113 for meals and lodging
  - Overnight outside the continental US
    - Meals and Lodging combined - may not exceed the greater of \$350 or the combined meal and lodging per diem for destination
    - Receipts not required for meal reimbursement, unless the expense exceeds the meal per diem (M&IE) for the destination
    - If meals expenses exceed the meal per diem on one date, itemized receipts are required for all meals every day
    - Itemized receipt required for lodging
    - For travel to Alaska, Hawaii, US Territories, Canada, and Mexico, use account 56113 for meals and lodging
    - For travel to foreign countries (except for Canada and Mexico), use account 56118 for all expenses, including meals and lodging
- Local Funds (MAPP 04.02.01B)
  - Overnight Travel in Texas
    - Meals and Lodging combined - may not exceed \$220
    - Receipts not required for meal reimbursement, unless the expense exceeds the meal per diem (M&IE) for the destination
    - If meals expenses exceed the meal per diem on one date, itemized receipts are required for all meals every day
    - Itemized receipt required for lodging
    - Use account 56105 for meals and lodging
  - Overnight travel outside Texas but within the continental US
    - Meals and Lodging combined - may not exceed \$325
    - Receipts not required for meal reimbursement, unless the expense exceeds the meal per diem (M&IE) for the destination
    - If meals expenses exceed the meal per diem on one date, itemized receipts are required for all meals every day
    - Itemized receipt required for lodging
    - Use account 56113 for meals and lodging

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- Overnight outside the continental US
  - Meals and Lodging combined - may not exceed the greater of \$350 or the combined meal and lodging per diem for destination
  - Receipts not required for meal reimbursement, unless the expense exceeds the meal per diem (M&IE) for the destination
  - If meals expenses exceed the meal per diem on one date, itemized receipts are required for all meals every day
  - Itemized receipt required for lodging
  - For travel to Alaska, Hawaii, US Territories, Canada, and Mexico, use account 56113 for meals and lodging
  - For travel to foreign countries (except for Canada and Mexico), use account 56118 for all expenses, including meals and lodging
- Per diem rates: <http://www.gsa.gov/portal/category/21287>

Supervisor Approval for Faculty Travel and Reimbursements (MAPP 04.01.03, 04.02.01A, 04.02.01B)

- The department that owns the cost center used on the voucher or Travel Request will create the document and route it for approval.
- The certifying signature authority (or workflow approver) for the department that creates the document (based on the cost center) will approve the voucher or Travel Request.
- For faculty members, the academic supervisor (Department Chair, Dean, or designee) will approve all travel and reimbursements, regardless of the cost center used. If the cost center used belongs to a research center, the Director of the center (or designee) will also approve the Travel Request or voucher.
- For foreign travel, the Provost (or designee) will approve the Travel Request as the VP. If the Travel Request contains a Research Division cost center, the Research Division VP (or designee) will also approve the Travel Request.
- Supervisor approval will be monitored and enforced in the department. Accounts Payable does not maintain a list of supervisors. Finance will create a query that departments can use to help monitor employee reimbursements.

Offset Printing (MAPP 04.01.03)

- Offset printing services costing \$1,000 or less on state funds or \$5,000 or less on local funds do not require competitive bidding.
- Offset printing services costing more than \$1,000 on state funds or more than \$5,000 on local funds must be submitted to Purchasing on a purchase requisition for competitive bidding or may be provided by the University Printing Department without competitive bids.
- Printing services provided by the University Printing Department are paid on a SC voucher.

Advertisements (MAPP 04.01.03)

- Advertising definition was changed to: “Any written or verbal message submitted for publication in newspapers, magazines, radio, television, billboards, promotional items, Web sites, or any other written or recorded media with the intended purpose of persuading, informing or increasing brand awareness with a targeted audience.”

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- Non-employment ads and printed items with a UH logo, logotype, or trademark need to be approved by the Associate VP for University Relations or designee.
- Staff employment ads still need to be approved by Human Resources.
- Faculty employment ads still need to be approved by the Office of Equal Employment Opportunity/Affirmative Action.