

UNIVERSITY OF HOUSTON
GRADUATE COLLEGE OF SOCIAL WORK

TRAVEL POLICY

UPDATED 3/09

GENERAL STATEMENT

All travel, undertaken on behalf of the University of Houston and the Graduate College of Social Work (GCSW), requires advance authorization/approval, on a completed Travel Request, from the Director or Dean, and the College or Assistant Business Administrator. If airfare is not required for travel you must still complete a travel request form for travel approval. Travel by university faculty and staff, and individuals not employed by the institution but who are traveling on official University of Houston business, is restricted by State of Texas and federal regulations. Employees should plan travel to achieve maximum savings and cost efficiencies.

Expenses for such travel shall be at the lowest possible rates, considering all relevant circumstances. Claims for reimbursement of travel expenses will be evaluated based upon their justification as a business expense and authorized under the involved sponsored project. The GCSW enforces procedures for travel paid or reimbursed from state-appropriated funds and local funds (non-state appropriated). Some Sponsored Project guidelines require following the state-appropriated funds travel procedures.

All reimbursement claims should be submitted immediately upon return of trip, but absolutely within thirty (30) days of return of travel. All requests for reimbursement must be submitted with a completed Travel Expense Report for local funds, a State Travel Voucher for state funds or state funded projects, and required documentation (airline itinerary, hotel bill, incidentals, etc.). All documentation is required to be scanned to the appropriate departmental travel processor -OCP-Erica, CDSPR-James, Dean's-Yolanda.

I. FACULTY TRAVEL FOR PROFESSIONAL CONFERENCES

GCSW faculty present numerous refereed papers at national and

international conferences. The College will fund faculty at the following levels when presenting refereed papers at national or international conferences: national (includes Canada, Central America, Caribbean and Mexico) up to \$1,750 funds permitting and international up to \$2,500 funds permitting. Funding will be available to support faculty to attend multiple meetings in which she/he is presenting a refereed paper. Travel is limited to approval of the Associate Dean of Research. Faculty are required to submit her/his request to the Dean with supporting documentation that the paper was accepted through a refereed process. GCSW faculty are required to apply for Provost funding prior to requesting funding from the Associate Dean of Research (See section II. below), and are expected to provide documentation indicating that Provost funding has been applied for.

II. PROVOST FUNDED FACULTY TRAVEL The Provost's Office will have funds to support faculty presenting refereed papers at national and international conferences. The guidelines for and application form are available at http://www.uh.edu/provost/grants//fac_travel_fund.html. GCSW faculty are required to apply for Provost funding prior to requesting funding from the Associate Dean of Research.

III. OTHER FACULTY TRAVEL

The Dean may authorize non-conference travel for other activities that support the GCSW or University mission, and are important to attend. Faculty are required to submit her/his request to the Dean with supporting documentation about how the travel will benefit the faculty member, the GCSW, and the University.

IV. LOCAL FUNDS REGULATIONS

All travel requires advance authorization/approval, on a completed Travel Request located at: http://www.uh.edu/finance/Travel/Travel_Request.xls, from the Director or Dean, and the College or Assistant Business Administrator. All expenses must be reasonable and necessary for conducting university business during travel, as determined by the traveler's supervisor, and the travel must benefit the University of Houston. **All travel paid or reimbursed with local university funds must use those travel vendors that will provide the services required at the lowest possible price.** Contracted vendors are available and may be used. A list of available contracted vendors may be found at: <http://www.window.state.tx.us/procurement/prog/stmp/>. All travel arrangements should be made to minimize travel costs, while fulfilling the objective of the university travel. Airfare must be purchased at the lowest price available (i.e.,

coach class), unless the President or designee approves a higher airfare. Personal charge cards, Corporate Travel Card (CTC), and Department Travel Cards (DTC) may be used to secure travel arrangements. Reimbursements will be processed in accordance with the procedures stated within this policy.

Hotel Occupancy Taxes -UH employees are exempt from the state portion of hotel occupancy taxes when traveling on official business in Texas. It is the employees' responsibility to present a Texas Hotel Occupancy Tax Exemption Certificate to the Texas lodging establishment at the time of check-in. If the establishment does not honor the Exemption Certificate, the employee may still be reimbursed for the state hotel occupancy tax. A blank certificate form is available at:
<http://www.window.state.tx.us/taxinfo/taxforms/12-forms.html>.

V. STATE-APPROPRIATED FUNDS REGULATIONS

All travel requires advance authorization/approval, on a completed Travel Request located at http://www.uh.edu/finance/Travel/Travel_Request.xls, from the Director or Dean, and the College or Assistant Business Administrator. All expenses must be reasonable and necessary for conducting university business during travel and travel must be benefiting teaching, research, and/or community service at the University of Houston. **All travel paid or reimbursed with state-appropriated funds must use state or university contracted travel service vendors when available, for the following services:**

- Travel Agency
- Airfare
- Lodging
- Rental Cars
- Corporate Travel Card (CTC)

State contracted travel service vendors are located on the Texas Building and Procurement Commission (TBPC) website:
<http://www.window.state.tx.us/procurement/prog/stmp/>

Travel Agency: National Travel Services (NTS)
<http://www.nationaltravelsystems.com/state/uofh/intro.html>

Use to purchase airfare, unless purchased with Corporate Travel Card (CTC); may also be used to reserve rental car and/or lodging services.

Airfare:
<http://www.uh.edu/finance/Travel/State%20Contracted%20Airfare.doc>
Approved travel agencies know the contracted airlines. State-contracted airfare is not available to prospective employees or contractors who purchase their own airfare. A list of contracted airfares can be obtained at the link above. The contracted airlines have state rates available. The "state rate" means that the

tickets are refundable and may be changed. You may choose whichever rate you prefer, however, you **must** use a state-contracted airline. All airfare must be purchased at the lowest price available (i.e., coach class), unless the President or designee approves a higher fare. Airfare may be purchased by:

1. charging airfare directly to the department for employees, prospective employees, and university guests who are not paid a fee for service. If non-refundable airfare is cancelled it must be charged to a local account.
2. charging airfare to employees CTC by:
 - a. using the contracted travel agency or
 - b. purchasing contracted airfare directly from the airline. If state-contracted airfare is purchased directly from the airline, Addendum B is required.
3. charging airfare to employees personal credit card because the insurance provided by the personal credit card is greater than the insurance offered by the CTC of \$500,000, Addendum B is required.

However, if not purchasing from an approved vendor is your only option, it must be a lower airfare (official typed quote) than the approved vendor can secure for you. You must write a memo to request exemption, explain why the non-contracted vendor was used, and show proof that the airfare was less expensive for the same flight. The College Business Administrator will review and sign upon approval and will forward for additional required approval – see procedure directly above for proper processing of non-contracted vendors not documented by a contracted travel agency or with addendum B.

Lodging and Hotel Occupancy Taxes:

http://hotel.cpa.state.tx.us/hotel_directory/

Contracted travel agencies know the contracted hotels. A list can also be obtained at the link above. A State of Texas Contracted Hotel should always be used. If a contracted hotel is not used, acceptable conditions of non-use of contracted travel vendors will require the completion of a Travel Exemption Certification Form/Addendum B **before travel is undertaken**. The link to the Travel Exemption Certification Form/Addendum B is: <http://www.uh.edu/finance/Travel/AddB.doc>. However, when travel arrangements are made through the contracted travel agency and the state-contracted vendor for lodging is not available, the travel agency will document and report exceptions to using contracted vendors to the TBPC.

Any use of non-contracted vendors not documented by a contracted travel agency or with addendum B will require the following **prior to travel**:

- a. A memo explaining and documenting the exception request. Exception requests should be submitted before the expenses are incurred.
- b. The College Business Administrator must approve and certify.

- c. The UH Travel Coordinator must approve.

Contractors are not eligible for state-contracted hotel rates. Lodging reservations need to be guaranteed and paid by using the CTC or a personal charge card. UH employees are exempt from the paying the state (Texas) portion of hotel occupancy taxes. **Employees are responsible for presenting the Texas Hotel Occupancy Tax Exemption Certificate to the Texas lodging establishment at the time of check-in. Employees may not be reimbursed for the state hotel occupancy tax if they did not properly present the Exemption Certificate to the hotel.** If the establishment does not honor the Exemption Certificate, the employee may be reimbursed for the state hotel occupancy tax by:

- a. Employee must provide the name, address, and phone number of the Texas lodging establishment that refused the certificate.
- b. Employee signs the following or similar statement: “[name of establishment] refused to honor the Texas Hotel Occupancy Tax Exemption Certificate on [date].”
- c. Employee faxes the information and signed statement to the UH Travel Coordinator
- d. UH Travel Coordinator approves the fax and faxes it back to employee
- e. UH Travel Coordinator notifies the Comptroller’s Office that the Texas lodging establishment refused to honor the Exemption Certificate.

Prospective employees and contractors are not exempt from the state hotel occupancy tax and should be reimbursed for this expense without explanation.

A blank certificate form is available at:

<http://www.window.state.tx.us/taxinfo/taxforms/12-forms.html>.

Rental Cars: Avis & Enterprise

<http://www.window.state.tx.us/procurement/prog/stmp/stmp-rental-carcontract/>

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

1. State-contracted rental car charged directly to a GCSW department account through a direct billing arrangement. **Rental cars may not be direct billed for contractors.**
2. State-contracted rental car charged to an employee’s CTC or personal credit card
3. Non-contracted rental car charged to an employee’s CTC or personal credit card if acceptable conditions of non-use of contracted travel vendors are met and will require the completion of Addendum B.

State-contracted rental car costs include liability and loss/damage waiver

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. Contractors are not eligible for the state-contracted rate or direct billing. Additional information about state contracted car rental can be obtained at the link above. When travel arrangements are made through the contracted travel agency and the state-contracted vendor for car rental is not available, the travel agency will document and report exceptions to using contracted vendors to the TBPC. Other acceptable conditions of non-use of contracted travel vendors will require the completion of a Travel Exemption Certification Form/Addendum B **before travel is undertaken**. The link to the Travel Exemption Certification Form/Addendum B is:

<http://www.uh.edu/finance/Travel/AddB.doc>. Any use of non-contracted vendors not documented by a contracted travel agency or with addendum B will require the following **prior to travel**:

- a. A memo explaining and documenting the exception request. Exception requests should be submitted before the expenses are incurred.
- b. The College Business Administrator must approve and certify.
- c. The UH Travel Coordinator must approve.

Corporate Travel Card (CTC): Bank One Corporate Travel Card

Only UH employees are eligible for the CTC. The CTC can only be used for travel related expenses. Personal credit cards may be used to purchase any travel expenditure other than airfare.

Travel to Washington, D.C.

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

- A. The Office of the 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 department 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. REIMBURSEMENT LIMITS/OPTIONS

Meals Non-Overnight travel - meal expenses incurred during non-overnight travel are **not** reimbursable on local funds.

Overnight travel - meal expenses for overnight travel on local funds may be reimbursed by per diem or actual. Itemized receipts must be provided for each meal. Meal expenses for overnight travel, within the continental U.S., on state-appropriated funds are reimbursable on actual not to exceed per diem. Whether per diem amount or actual meal reimbursement is chosen, the traveler must provide a daily itemization of meal expenses on the Travel Expense Report/State Travel Voucher, and provide itemized receipts for each meal. Travelers may not claim both per diem and actual meal expenses for the same trip. They must choose one method for the entire trip.

Per Diem Meal Reimbursement - Local Funds and State-Appropriated Funds: It is not acceptable to request straight per diem for food. Meal expenses may be reimbursed up to the amount actually expended not to exceed the per diem. Itemized receipts must be provided for each meal. **If the traveler spends less than the per diem amount, the traveler should be reimbursed no more than the actual meal expense, though the per diem method of reimbursement is used.** Actual meal expenses exceeding the per diem for one day may not be allocated to another day for reimbursement. Daily meal itemization must be reflected on the Travel Expense Report/State Travel Voucher Per diem amounts vary by travel destination.

In-State (Texas) per diem meal allowance can be found at
<https://fm.xcpa.state.tx.us/fm/travel/travelrates.php>

Out-of-State per diem allowance: A list of per diem for continental U.S. (outside Texas) may be found at:
http://www.gsa.gov/Portal/gsa/ep/contentView.do?programId=9704&channelId=15943&oid=16365&contentId=17943&pageTypeId=8203&contentType=GSA_BASIC&programPage=%2Fep%2Fprogram%2FgsaBasic.jsp&P=MTT

Actual Meal Reimbursement - Local Funds only: With supervisor approval, actual meal expenses may be reimbursed regardless of the per diem amount if receipts are provided for every meal expense claimed. Meal expenses should not be considered lavish or extravagant in view of the circumstances. Itemized receipts must be provided for each meal.

Lodging

Lodging expenses incurred during overnight travel on local funds may be

traveler on a Travel Voucher after the trip is completed (state and local funds), or reimbursed to the traveler prior to the trip on a Purchase Voucher (local funds only). If registration fees are reimbursed prior to a conference and the traveler does not attend, the traveler must repay the university immediately the same amount refunded by the conference.

VII. PROCESS TO INITIATE ALL TRAVEL ARRANGEMENTS

After approval to travel has been granted reservations can be made through the following channels:

Direct Billed Airfare – NTS Preferred Method

The quickest and preferred method is to use NTS Travel Agency on-line. NTS arranges flights through all major carriers. However, if you use NTS for Southwest and you want a state rate you will need to call NTS and request state contracted airfares for Southwest. You must give "Company ID" 99709540 to NTS so they can review state contracted airfares for you.

On-Line Process

- Go to <http://www.nationaltravelsystems.com/state/uofh/intro.html>
- Click on NTS Online Booking Tool
- Click Air Reservation
 1. Enter Departure and Return information for airfare desired. Click find city to pick the airport you are departing from and arriving to.
 2. Enter number of people traveling
 3. Enter any special preferences desired
 4. Do not click on Flexible. Click Semi-Flexible if you do not have a set flight. Click Non-Flexible if you know the exact flights you would like to book
- Click Search

All flights that match the criteria entered will be displayed. The Texas flag next to any entry represents a state contracted rate.
- Click Add to Shopping Cart or New Search
- Click Purchase-At this time, you will be prompted to enter your login id and password.

To setup your membership

 1. Enter identification information.
- **Agency ID Information:** For Agency ID contact your paying department personnel - OCP-Erica, CDS-PR-James, Dean's-Yolanda/Marsha. **If you travel throughout the year on multiple funds, you must setup a separate membership for each Agency ID.**
 2. Not Applicable
 3. Select Pay with Credit Card
 4. Enter GCSW Billing Address- **110HA Social Work Building Houston, TX 77204**
 5. Select same as billing address

6. Enter **Your** Contact Information
7. Enter your Preferred Carriers or leave blank
8. Enter Frequent Flyer Numbers or leave blank
9. Not Applicable
10. Not Applicable

- Click Create Profile

Flight Information will be displayed

1. Make no changes
 2. Make no changes
 3. Not Applicable
 4. Click Invoice
 5. Make no changes
 6. Click Mail and then select mail
 7. Make no changes
 8. Make no changes
 9. **Must enter “Hold reservation until approval from dept.”** Enter department name (OCP, CDSRP, Business Office) and any additional comments you need the travel agency to view.
 10. Click to accept Fare Rules and Terms & Conditions
- Click Purchase

You will receive an email confirmation from the travel agency. Once your departmental travel processor approves your reservation, your ticket will be issued

Other Non-Preferred Methods -are to contact the following state approved airlines directly.

* AeroMexico 866-375-9285

<http://www.aeromexico.com/usa/english/index.html>

* AirTran Airlines 800-247-8726 -<http://www.airtran.com/Home.aspx>

* American Airlines 800-433-7300 -<http://www.aa.com/>

* ATA Airlines 800-435-9282

[http://air.amxtravel.com/r/Overture1/ata-airlinerreservation/ata airlines reservation.htm](http://air.amxtravel.com/r/Overture1/ata-airlinerreservation/ata_airlines_reservation.htm)

* Southwest Airlines 800-435-9792-<http://www.southwest.com/>, for state rates [http://www.swabiz.com/-enter "Company ID" 99709540](http://www.swabiz.com/-enter \)

AirTran Airlines (both on-line and phone), ATA Airline (on-line), & Southwest Airlines (on-line): The process is: Traveler reviews the choices and completes the Travel Request. The traveler needs to attach the choices desired (print from web or write down verbal if called). Once the Travel Request is approved the departmental travel processor-OCP-Erica, CDSRP-James, Dean's-Yolanda/Marsha goes on-line or calls and recreates the travelers choices and arranges for payment.

Traveler needs to provide a copy of the itinerary to the travel coordinator immediately upon reservation confirmation.

AeroMexico (both on-line and phone): Depending on the flight or if it is a promotional price, you will need to pay upon reservation. The process is: Traveler reviews the choices and completes the Travel Request. The traveler needs to attach the choices desired (print from web or write down verbal if called). Once the Travel Request is approved the departmental travel processor -OCP-Erica, CDSPR-James, Dean's-Yolanda/Marsha goes on-line or calls and recreates the travelers choices and arranges for payment. Traveler needs to provide a copy of the itinerary to the travel coordinator immediately upon reservation confirmation.

American Airlines (both on-line and phone), ATA Airlines (phone), Southwest (phone): Traveler can make and hold reservation. The process is: Traveler makes the reservation and holds it. The traveler completes the Travel Request and attaches the flight information/confirmation for the reservation on hold, noting the hold time frame, it is usually until midnight the next day. The 1800 numbers usually hold for 24 hours unless it is not a 7-day advance. Once the Travel Request is approved the departmental travel processor -OCP-Erica, CDSPR-James, Dean's-Yolanda/Marsha goes on-line or calls and arranges for payment. Traveler needs to provide a copy of the itinerary to the travel coordinator immediately upon reservation confirmation.

CWEP, PSTI, and State Funds -If you are using CWEP, PSTI, or state cost centers to pay for hotel, rental car, or airfare, you must use state-contracted travel service vendors, unless you have an approved exception. This rule also applies when you are purchasing tickets from National Travel Systems (NTS). You can find state contracted travel service vendors on the Texas Building and Procurement Commission (TBPC) website:

<http://www.window.state.tx.us/procurement/prog/stmp/>

TBPC provides a list of acceptable exceptions on the above website. Click on the hyperlink Exceptions to the Use of Contract Travel Services. For instance, you may purchase a ticket from non-state contracted airlines if the total airfare is lower price than state contracted airfare. Exceptions involving **hotel or rental cars** are recorded on the Travel Exception Form (Addendum B) and pre-approval is not required. However, exceptions for airfare must be pre-approved by Sandra Silva. Send an email to Sandra SSilva@Central.UH.EDU requesting an exception prior to purchasing non-contract airfare.

VIII.INTER-CITY (LOCAL) TRAVEL

Reimbursement for local travel between duty points within the Houston area

may be requested. Mileage in a personal vehicle while on university travel may be reimbursed. The current rate of reimbursement and the Mileage Guide can be viewed at <http://www.window.state.tx.us/comptrol/texastra.html> . The driver must provide a point-to-point itemization of locations driven. The Local Transportation Report should be used to itemize mileage and can be completed with addresses or odometer readings. The Local Transportation Report can be located at http://www.uh.edu/finance/Travel/Forms_instr.htm.

IX. COMPLETION OF TRAVEL - NO REQUEST FOR REIMBURSEMENT - ALL TRAVEL

If the traveller is not seeking reimbursement for travel, the certification section of the Travel Request is still required to be completed and signed. All airline, rail, or bus tickets must be attached to the Travel Request. A copy of the Travel Request with all required signatures is kept in the Department Business Office.

X. COMPLETION OF TRAVEL - REQUEST FOR REIMBURSEMENT PROCESS - ALL TRAVEL Reimbursements within approved amount will be initiated upon return of travel and after all required documentation is received. **The traveler is responsible for completing and submitting a Travel Expense Report/State Travel Voucher with all required documentation within 30 days of return of travel. All documentation must be submitted via scanning/e-mail all required forms and documentation to the appropriate departmental personnel who will process the reimbursement/Travel Voucher.**

1. Traveler Completes A Travel Expense Report/State Travel Voucher And Submits With Support Documentation

The traveler must initiate all requests for reimbursement by completing a Travel Expense Report/State Travel Voucher. Amount of meal and/or lodging expenses claimed each day of travel must be itemized and entered on a separate row in the corresponding column. Whether per diem or actual meal reimbursement is chosen, the traveler must provide a daily itemization of meal expenses on the form. If lodging for overnight travel is not being requested a reference to reason (staying with friends, family, co-worker, lodging being paid by third party, not requesting reimbursement for lodging, etc.) needs to be notated in the comments section of the Travel Expense Report/State Travel Voucher. The Travel Expense Report can be located at: http://www.uh.edu/finance/Travel/Travel_Expense_Report.xls . The State Travel Voucher can be located at: <https://fm.xcpa.state.tx.us/fm/forms/TrvlVchr06.xls> .

2. Traveler Provides Required Documentation/Receipts

- a. Airline, Rail, Bus Ticket
- b. Itinerary
- c. Detailed Lodging Receipt- verify that the state portion of the hotel occupancy tax was not charged for lodging in Texas. If lodging for overnight travel is not being requested a reference to reason (staying with friends, family, co-worker, lodging being paid by third party, etc.) needs to be notated in the comments section of the Travel Expense Report/State Travel Voucher.
- d. All meal receipts if approved to claim actual, greater than per diem, meals
- e. Itemized incidental expenses: Taxi, phone calls, etc.
- f. Itemized car rental receipt showing payment
- g. Receipt and documentation for registration fee if paid personally.
- h. Receipts in foreign currency must be converted to U.S. dollars and the exchange rate must be indicated.

If State-Appropriated Funds, the following must also be included:

- a. Travel Certification Form/ Addendum B (If personal choice was not to use a state-contracted vendor).
- b. Hotel conference registration form (If not using the state-contracted hotel because conference requires particular hotel).
- c. Memo requesting exception for non-contracted travel agent airfare purchase, with documentation, if applicable.
- d. For foreign travel, copy of the approved Request for Governor's Approval.
- e. For travel to Washington, D.C., a copy of the confirmation page for reporting
- f. If state hotel occupancy tax was charged, a copy of the UH Travel Coordinator approved statement.

3. Traveler Submits Above Required Forms and Documentation

Traveler must submit via scanning/e-mail all required forms and documentation to the appropriate departmental personnel who will process the reimbursement /Travel Voucher. Departmental personnel will continue processing according to the following steps:

- a. Complete the Travel Voucher with required documentation and review for accuracy.
- b. Forward to traveler's supervisor for approval and signature.
- c. Upon return from supervisor, forward to the traveler for signature.
- d. Upon return from traveler, review, sign and upload documentations into PeopleSoft and approve into workflow.
- e. Upon accurate submission and approval the College Business Office will

approve in workflow for further processing.

XI. SPONSORED PROJECT TRAVEL (RESEARCH FINANCIAL SERVICES)

If a grant or contract requires the University to follow state travel rules, all travel management and reimbursements must be completed according to the rules outlined for state funded travel. The Travel Request and Voucher Coversheet used for reimbursement should contain the statements, “state travel rules must be followed”.

XII. FOREIGN TRAVEL

For approval purposes, Canada and Mexico are not considered foreign travel. **To ensure insurance coverage for foreign travel, a copy of the approved Travel Request should be submitted to the Director of Environmental Health and Risk Management prior to the trip.**

Approval Process

Local funds: Travel Request form must be used and requires additional advance approval from the Executive Vice President/Provost via e-mail/scanning. State appropriated funds (when allowed): the Request for Governor’s Approval for State Employees Traveling to Foreign Countries. A Travel Request must be used and requires additional advance approval from via e-mail/scanning:

- a. Executive Vice President/Provost
- b. Chancellor/President
- c. Governor

The President’s/Provost’s Office will return the approved Travel Request to the originating department and forward a copy to Safety and Risk Management for insurance purposes. The traveler is not authorized to begin the foreign trip until all approvals have been secured. If departure or return dates change by more than 168 hours, or if estimated expenses increase by more than 10 percent, a revised Travel Request must be submitted through the appropriate channels. When traveling to a country for which the U.S. Department of State has issued a travel advisory, a signed statement from the traveler that acknowledges the travel advisory and potential risk must be included with the Request. A listing of travel advisories may be found at: <http://travel.state.gov/>

Reimbursements

Reimbursements related to foreign travel may be reimbursed based on actual expenses (with receipts) or using federal international per diem rates. A daily itemization is required. Receipts for lodging are required in either case. Reimbursements for incidental expenses require either receipts or an itemization of expenses. Currency exchange rates should be noted on receipts. The per diem for foreign travel can be found at

XIII. TRAVEL RELATED INSURANCE

- A. Travel must be approved in advance to ensure travelers are covered under the university insurance and workers' compensation programs and to provide legal protection as they perform official duties.
- B. Under the university travel accident policy, full-time employees (defined as having a 30-hour or greater work week) are insured in the amount of five times their annual salary up to \$250,000 against accidental loss of life or dismemberment when traveling on official university business. Coverage applies to students who are employed by the university 30 hours or more per week. Property damage and liability are not covered.
- C. In addition, the corporate travel card vendor provides \$500,000 portal-to-portal (residence or business) travel insurance when the airfare is charged to the CBA or to the traveler's individual corporate travel card. Also, the contract travel agencies may provide additional insurance benefits for business travelers.
- D. 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.
- E. 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.
- F. To ensure insurance coverage for foreign travel (i.e., travel to countries outside the United States, other than Canada or Mexico), a copy of the approved Travel Request should be submitted to the Director of Environmental Health and Risk Management prior to the trip.

XIV. NON-REIMBURSABLE EXPENSES

Expenses, which are the responsibility of the traveler and are not reimbursable by the University include, but are not limited to, the following:

- 1 Movies (in a hotel or theater), sporting events, concerts, and plays
- 2 The portion of any expense considered lavish, extravagant, or unnecessary

- to accomplish university business in view of the circumstances
- 3 Expenses attributable to other travelers, however, rental cars and taxi fares may be reimbursed to one traveler, though more than one traveler uses the same rental car or taxi.
 - 4 Expenses related to personal travel
 - 5 Gas for personal vehicle (reimbursement is included in the mileage allowance)
 - 6 Traffic and parking violations
 - 7 Fees for automobile storage or repair
 - 8 Excess baggage charges for personal belongings
 - 9 Individual membership dues; dues must be in the name of the University
 - 10 Personal expenses such as dry cleaning and medical items
 - 11 Toll charges when driving one's personal vehicle
 - 12 Alcoholic beverages when reimbursement/payment is from state appropriated or sponsored project funds.

XV. TRAVEL FORMS & LINKS

All travel forms should be located on the GCSW web page, however, below you will find links to the most widely used forms and references:

Travel Request http://www.sw.uh.edu/documents/files/Travel_Request.xls

Travel Expense Report

http://www.uh.edu/finance/Travel/Travel_Expense_Report.xls

State Travel Voucher (state funds)

<https://fm.x.cpa.state.tx.us/fm/forms/TrvlVchr06.xls>

Per Diem rates <https://fm.x.cpa.state.tx.us/fm/travel/travelrates.php>

State contracted travel service vendors -Texas Building and Procurement Commission (TBPC) website:

<http://www.window.state.tx.us/procurement/prog/stmp/>

Travel Exception Form (Addendum B)

<http://www.uh.edu/finance/Travel/AddB.doc>

The Local Transportation Report

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

Texas Hotel Occupancy Tax Exemption Certificate

<http://www.window.state.tx.us/taxinfo/taxforms/12-forms.html>.

State Contracted Airfares:

<http://www.uh.edu/finance/Travel/State%20Contracted%20Airfare.doc>

State Contracted Hotels: http://hotel.cpa.state.tx.us/hotel_directory/

State Contracted Car Rental:

<http://www.window.state.tx.us/procurement/prog/stmp/stmp-rental-carcontract/>

Report of State Agency Travel to Washington, D.C.:

<http://www.osfr.state.tx.us>.

In-State (Texas) per diem meal allowance:

<https://fm.xcpa.state.tx.us/fm/travel/travelrates.php>

Out-of-State per diem allowance:

http://www.gsa.gov/Portal/gsa/ep/contentView.do?programId=9704&channelId=15943&oid=16365&contentId=17943&pageTypeId=8203&contentType=GSA_BASIC&programPage=%2Fep%2Fprogram%2FgsaBasic.jsp&P=MTT

Foreign per diem allowance:

http://aoprals.state.gov/content.asp?content_id=184&menu_id=78

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

Travel Advisory Listing: <http://travel.state.gov/>