



Handbook of Operating Procedures

Section: 8.3.5
Originally Approved: 10/05/1990
Last Amended: 09/20/2005
Last Reviewed: 09/20/2005
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TRAVEL REIMBURSEMENT COMPUTATION

A. Purpose

The purpose of this policy is to provide an explanation for the computation of reimbursable travel expenses for employees of The University of Texas-Pan American. This policy is written in accordance with [Texas Government Code Chapter 660](#), The University of Texas System Board of Regents' *Rules and Regulations Series 20801* and *Handbook of Operating Procedures Section 8.3.1 Centralized Travel Services*.

B. Reimbursement for Cost of Meals and Lodging

1. For travel requiring an absence from employee's headquarters city (Edinburg) not requiring an overnight stay, there will be no reimbursement for meals, lodging or incidental travel expenses except for the cost of transportation.
2. Employees traveling In-State receive the actual cost of meals, not to exceed thirty-six dollars (\$36.00) per day, and the actual cost of lodging, not to exceed eighty-five dollars (\$85.00) per day. Employees traveling Out-of-State receive a locality-based FLAT RATE for meals and lodging based on Federal travel regulations. Lodging receipts are REQUIRED for both In-State and Out-of-State travel.

Lodging expenses may exceed the eighty dollars (\$85.00) per day or locality-based FLAT RATE with prior approval from the Dean/Director and appropriate Vice President or the President under the following circumstances:

- a. The traveler can justify that the excess is less than staying in a State Rate hotel when local travel costs, i.e., taxi, rental car, to and from the conference hotel, are considered; or,
- b. The traveler must attend a conference, training session, or other official business and the hotel rates exceed state or FLAT RATE daily lodging rates.

NOTE: If State accounts are to be used, amounts in excess must be separately itemized so local funds can be used.

3. In-State and Out-of-State travel occurring on the same day are treated as an entirely Out-of-State day for the purpose of reimbursement for meals and lodging.

C. Reimbursement for Cost of Transportation

1. By personal motor vehicle:



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- a. In-State: Reimbursement is at the rate of forty and one half cents per mile. Travel is governed by the State Comptroller's Official State Mileage Guide as listed in [HOP 8.3.6 Official State Mileage](#).

Actual cost of storage, toll road, bridge toll, ferry fees, or other incidental motor vehicle operating expenses are NOT reimbursed, except airport parking or parking at place of business destination.

Simultaneous travel via different motor vehicles by employees with the same itinerary is subject to special restrictions. In such cases, *Texas Government Code* Section 660.044, provides that mileage shall only be paid for one vehicle per four persons.

- b. Out-of-State: Reimbursement is at the rate of forty and one half cents per mile. Such travel is governed by the State Comptroller's Official State Mileage Guide.
2. By public carriers, rented cars, taxis and other commercial transportation; reimbursement shall be actual cost of commercial transportation, except:
 - a. Reimbursement for airfare shall not exceed the next lowest available airline fare below first class, unless the lowest class seat is not available on a flight the employee must take. (In case of such unavailability, a statement to that effect on the Travel Voucher is necessary.)
 - b. Optional expenses voluntarily chosen are NOT reimbursable (e.g., personal accident or safe trip insurance, excess personal baggage charges, interest paid on money borrowed to finance travel, or interest on credit card purchases for transportation.
 3. By Personally-owned Airplane:
 - a. The rate of reimbursement for State employees for travel in their personally owned airplanes within and without the boundaries of the State of Texas and between points of necessary official business shall be at the rate of forty cents (\$0.40) per highway mile when traveling in single engine aircraft and fifty-five cents (\$0.55) per highway mile when traveling in twin engine aircraft.
 - b. Actual costs of hanger fees, landing fees, or other incidental airplane operating expenses are not reimbursed.



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D. Reimbursement for Cost of Other Traveling Expenses

1. Other allowable expenses necessary in the accomplishment of official travel are reimbursable and may be claimed on the State of Texas Travel Voucher. THIS IS ONLY A PARTIAL LIST.
 - a. Allowable:
 - 1) Phone calls for official business, local and long distance (as other travel expenses).
 - 2) Money orders used for official business.
 - 3) Gasoline for rental or state-owned vehicles.
 - 4) Parking fees for personal vehicles, rental or State owned vehicles at airports or place of business.
 - 5) Repair parts and labor plus towing charges to repair State owned vehicles.
 - 6) Copies made by the employee that are required by the agency for informational or investigative purposes.
 - 7) Freight charges to ship State equipment or materials.
 - 8) Admittance fees to functions while accompanying clients of the State.
 - 9) Visas for foreign travel and airport boarding passes or departure taxes in foreign countries.
 - 10) Employees may be reimbursed in amounts not to exceed twenty-five dollars (\$25.00) for emergency purchases of postage. All other purchases for postage must be made payable to the U.S. Postmaster.
 - 11) Notary fees for official documents.
 - 12) In-State Travel: County and Local (City) Hotel Occupancy Taxes.
 - 13) Out-of-State Travel: State, County, and Local (City) Hotel Occupancy Taxes.



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- 14) Travelers checks charges if a State agency requires the employee to purchase the checks.
 - 15) Mandatory charges by a commercial lodging establishment other than the room rate and additional person charges.
 - 16) Books or documents purchased for and while attending a seminar or conference.
 - 17) Mandatory service charges for loading and unloading state equipment.
 - 18) Facsimile charges.
 - 19) Sales and use taxes if either the applicable law does not provide an exemption from those taxes or the procedure for claiming a legally available exemption is not honored by the person collecting the taxes. (Sales and use taxes assessed on meals are not incidental expenses.)
 - 20) Preparation of the remains and personal property of a deceased state employee.
- b. Not Allowable
- 1) Gasoline, toll fees or repair costs for personally owned vehicles.
 - 2) Tips or gratuities of any kind.
 - 3) Excess baggage charges for personal belongings.
 - 4) Passports or passport photos required for foreign travel.
 - 5) Inoculations required for foreign travel.
 - 6) Other incidental personal expenses such as the rental or purchase of video tapes for personal entertainment, alcoholic beverages, postage, dry cleaning, or laundry.

E. Review

This policy shall be reviewed annually by the Comptroller.