



# **Handbook of Operating Procedures**

## **Section:**

**8.3.4**

Originally Approved:

10/05/90

Last Amended:

10/30/00

---

## **TRAVEL REIMBURSEMENT CLAIM PROCEDURE**

### **A. When to Submit Travel Voucher**

1. To receive reimbursement for travel expenses, the State of Texas Travel Voucher should be submitted within five working days after the travel occurred.
2. If travel is of extended duration, a State of Texas Travel Voucher may be completed at the end of each month of travel.
3. The State of Texas Travel Voucher is available in the University Bookstore and should be used for all employees' travel reimbursement claims, regardless of source of funds. Each trip should be on a separate travel voucher except for local in-Valley travel which may be combined and claimed periodically on a single voucher. The State of Texas Travel Voucher should be neatly typed. The green page of the State of Texas Travel Voucher must contain original typing on both sides. This will require that the travel voucher be separated after typing the front side and then be reassembled with the green page in front with carbon paper between each copy. Corrections should be initialed by the claimant and should show clearly on all copies, front and back.

### **B. Review**

This policy and procedure shall be reviewed every five years or as legislation requires by the Comptroller.