

Travel on State Funds



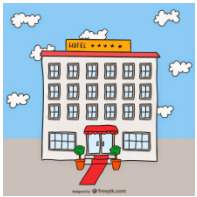
The State of Texas has developed the State Travel Management Program to ensure efficient use of state funds. All travel expenses paid from state funds are required to adhere to the Program guidelines, specific exemptions must be noted when state contract travel services are not used. An employee CANNOT be reimbursed on state funds for another employee's travel expenses.



Airfare: The mandatory form of payment for airline fares for travel is the state-issued corporate travel charge card. Agents- contact your district office to purchase airline tickets.

Receipts: The original airline ticket receipt should be attached to the Concur Expense report. If the ticket is in the form of an Electronic "Ticketless" Ticket, the passenger itinerary or receipt must be attached to the Expense report. The name of the employee and airline, the ticket number, the class of

transportation, the fare basis code, the travel dates, the amount of the airfare, and the origin and destination of each flight must be included on the receipt.



Contracted Hotel/Motels: The State of Texas has contracted with Hotel Engine to provide state employees with discounted hotel rates. Hotel Engine has discount rate agreements with thousands of hotels that are all available for travelers to select at or below GSA rate with hotels listed on the previous state contract listing. When using state funds you can only be reimbursed up to the daily GSA rate.

Hotel Engine <https://members.hotelenge.com/join/tx-Texas-aandm-university-system>

AgriLife offers the option of securing hotel accommodations through Concur. Concur offers a variety of hotels in numerous locations. When selecting a hotel option, travelers should be conscious of the GSA rate for the location they are traveling to and select a hotel that falls within that rate. As a reminder, if using state funds, the hotel expense cannot exceed the GSA rate. If using local funds, department head approval is required if the rate exceeds the GSA rate. The following guidance should be followed when using state funds:

1. If using state funds, the hotel expense cannot exceed the GSA rate.

State Tax: As a state agency, we are exempt from state hotel tax. State hotel tax is NOT reimbursable, and it is the traveler's responsibility to ensure the hotel removes the charge. Use this form

<http://agrilifeas.tamu.edu/documents/texas-hotel-occupancy-tax-exemption-certificate.pdf>.

Receipts: the lodging receipt must be original and complete. It must include the name and address of lodging establishment, name of employee, the single room rate, a daily itemization of hotel charges, and a zero balance. If lodging is shared with another state employee, the lodging receipt must show both names, the double room rate, a daily itemization of hotel charges and each employee must pay for ½ the room and include ½ of the room rate and related taxes on their concur expense report with a note that the lodging was shared with ".....". Please note state funds cannot be used if 100% of room is paid for by one employee.



Contracted Rental Car Companies: State of Texas employees should use Avis or

Enterprise except as noted:

- Lower total cost to state (*total rental cost including the cost of Loss Damage Waiver (LDW) must be less than the state contract rental cost*)
- Contractor not available
- Health and Safety reasons

When you make the reservation at Avis or Enterprise, you must give them your agency's state contract identification number:

- Avis - F999555
- Enterprise - UTS555

State Travel Management Program rental car rates and contract provisions can be found at <https://www.comptroller.texas.gov/purchasing/programs/travel-management/>.

State Tax: As a state agency, we are exempt from state vehicle rental tax. Texas motor vehicle rental tax is NOT reimbursable, and it is the traveler's responsibility to ensure the rental car agency removes the charge. Use this form <http://agrillifeas.tamu.edu/documents/14-305.pdf>.

Receipts: The original receipt must be attached when requesting reimbursement for a rental car. The receipt must separately itemize all charges, including the starting and ending dates of the rental, the name of the renter and any other charges. If the receipt does not provide all the preceding items and the rental contract provides the missing items, then the contract may also be included in the supporting documentation. The contract must also be original, complete, and unaltered. State agencies are allowed to reimburse for Loss Damage Waivers (LDWs) but not for personal insurance or additional liability insurance. Most state contracts include unlimited free mileage within the state, free LDW and liability. **An explanation of the business reason for needing a larger vehicle must be provided is a vehicle larger than full size is rented.**



Gasoline for Rental Cars: Gasoline for rental cars is a reimbursable expense but cannot be charged to a state paid travel card or a p-card. State funds CANNOT be used if rental car gas is paid on a travel card or p-card. Fuel for rental cards must be paid out of pocket by employee and submitted as part of travel expense report in CONCUR in order to use state funds. Receipts should be included in the Concur travel expense report. If the rental car is being direct billed (see above) a note should be added to the gasoline reimbursement request that the rental car was direct billed.



Personal Mileage Reimbursement: Personal mileage can be reimbursed on state funds only if:

1. the state cost comparison spreadsheet has been completed (<https://comptroller.texas.gov/purchasing/programs/travel-management/>)
AND
2. the completed spreadsheet is attached to the Concur travel expense report
AND
3. it shows that the personal mileage reimbursement is the most cost-effective method

NOTE: For HEALTHY TEXAS AGENTS ONLY- If in-state mileage is all in one day with no overnight stay and less than or equal to 130 miles round trip – you should attach standard mileage reimbursement

calculator page to travel reimbursement request in Concur. A log of actual mileage must be included, and reimbursement will be made on actual mileage.

ALL of the above conditions must be met to reimburse personal mileage on state funds, otherwise, personal mileage can only be reimbursed on local funds. If local funds are not available, personal mileage cannot be reimbursed.



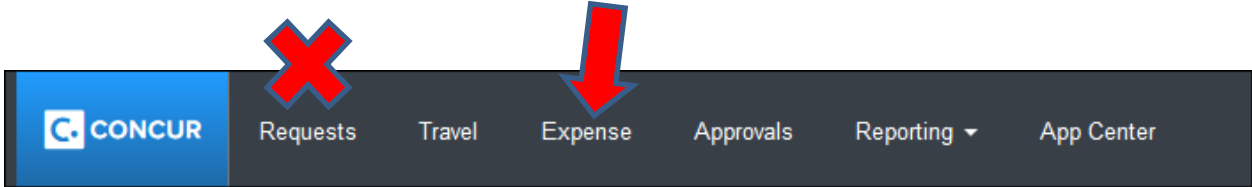
Meals: Meals as part of overnight travel are a reimbursable expense but **cannot** be charged to a state paid travel card or a p-card. State funds CANNOT be used if overnight meals are charged on a travel card or a p-card. Meal expenses must be paid out of pocket by employee and submitted as part of travel expense report in CONCUR in order to use state funds. Use of overnight accommodations must be documented on the Concur Expense report even when no cost for lodging is incurred by the state. Receipts for meals are not required; however, employees should keep a record of meal expenses and will be reimbursed for actual expenses incurred up to the maximum rate. The GSA meal rate for the travel location must be included on the Concur expense report and is available online at <https://www.gsa.gov/portal/category/100120>.



Parking: Parking is a reimbursable expense but **cannot** be charged to a state paid travel card or a p-card. State funds CANNOT be used if parking is charged to a travel card or p-card. Parking must be paid out of pocket by employee and submitted as part of travel expense report in CONCUR in order to use state funds. Receipts are requested but not required for parking under \$75.00 (unless otherwise required by your unit or district office). However, charges must be itemized on a daily basis and must include information about where the parking expense was incurred. Parking paid directly to a hotel can be put on a travel card.



Travel Expense Reports: must be submitted in CONCUR- Log onto Single Sign On (<https://sso.tamus.edu>). Select eTravel/Concur, click on Expense, then click on Create New Report. Be sure you are submitting an EXPENSE report and not a travel REQUEST.



Travel expense reports must be submitted within 90 days of the last day of the trip. If submitted after 90 days the expense reimbursement will become taxable and will be reported as gross income to the employee.

Agents, contact your District Office manager or Healthy Texas administrator for the following:

- **Enterprise rental car reservations via direct bill**
- **Airline reservations using agency credit card**
- **Assistance with Expense report in CONCUR**
- **Agent travel requests- on state funds**
 - **Authorization letters for travel on Extension funds – must be attached to expense report in Concur**