# Travel Expense Checklist - State Funds

<table>
<thead>
<tr>
<th>Travel Expense</th>
<th>In State</th>
<th>Out of State</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>General Info</strong></td>
<td></td>
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<tr>
<td>- Travel Website: <a href="http://agrilifeas.tamu.edu/fiscal/travel">http://agrilifeas.tamu.edu/fiscal/travel</a></td>
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<tr>
<td>- Must use the State Travel Management Program (STMP) unless there is a valid exception (<em>see below for valid exceptions</em>)</td>
<td>- Travel to Mexico and Canada is considered out of state travel and not foreign.</td>
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<td>- Must use the State Travel Management Program (STMP) unless there is a valid exception (<em>see below for valid exceptions</em>)</td>
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<td>- Can not reimburse an employee for another employee's travel expenses</td>
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<td></td>
<td>- Can not reimburse for meal expense on non-overnight travel</td>
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<td></td>
<td>- Must Use Travel Voucher AG-801 with the traveler's original signature certifying business expenses</td>
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</tbody>
</table>

### Airfare

**Should be Purchased with CBT**

Must use STMP contract airfare(1) unless a valid exception* is documented

**Required Receipt** must contain:
- Name of Passenger
- Airline Ticket Number
- Class of Flight: Business class can only be accepted if no other seat is available on the flight
- No other exceptions
- Itinerary: dates and all flight segments
- Method of Payment
- Amount

**3011**

### Taxis, Shuttles, Buses and Trains (Between City Transportation)

**Required Receipt** must contain:
- Itinerary
- Class: First class must be approved in the same manner as airfare
- Amount of Fare

**3011**

### Taxis, Shuttles, Buses and Trains (In City Transportation)

**No Receipt Required** must provide:
- Date
- Amount (tips are not to be included, considered incidentals)

**3011**

### Rental Cars

**Must use STMP contract rental car vendors(2) unless a valid exception* is documented**

**Required Receipt** must contain:
- Name of renter
- Dates of rental
- Itemization of all charges
- Method of payment
- LDW/CDW is the only reimbursable insurance

**3010**

### Mileage (up to the State Mileage Rate)

**Documentation of mileage** must be from:
- MapQuest: [http://www.mapquest.com](http://www.mapquest.com)
- Attach copy of driving directions with mileage listed from headquarters or alternate origin to destination. **Use the most cost effective, reasonably safe route between duty points.**
- Odometer readings with a point to point breakdown (including addresses for each duty point).
- Mileage can only be claimed for one car out of every 4 employees that have the same itinerary. Gas cannot be claimed if mileage is claimed when travel with a personal vehicle.

**3016**

Same as in state except that a **cost comparison must be done**
- Mileage will only be paid up to the lowest available cost of airfare plus any rental car or in state mileage to get to the airport.

**3116**
| Meals (Do not allow Per Diem) | No Receipt Required must provide: | - Actual cost of meals up to GSA rate listed for the particular location in Texas. | - Refer to State of Texas Comptroller's website for rates: https://fmx.cpa.state.tx.us/fm/travel/travelrates.php. | - If location is not listed, then meals can be claimed for actual cost up to the maximum allowable GSA standard rate. | 3030 | No Receipt Required must provide: | - Day by Day breakdown for the actual cost of meals | - Actual cost of meals up to the GSA rate see the following URL for rates https://fmx.cpa.state.tx.us/fm/travel/out_of_state/index.php | - If one meal is > or = to $75 then receipt is required due to IRS requirements | 3130 |
| Business Meals | Not allowed with State Funds | | | | |
| Lodging | Lodging up to GSA rate allowed for location refer to State of Texas Comptroller’s website for rates: https://fmx.cpa.state.tx.us/fm/travel/travelrates.php. | - If location is not listed, then lodging can be claimed up to maximum GSA standard rate | - Hotel Occupancy Receipt from a commercial lodging establishment must contain: | - Name of guest | - Itemization of all expenses charged (day by day) | - Payment or method of payment | Will not pay for in Texas Hotel Occupancy Tax | If the traveler has a guest(s) they need to document if this other person(s) was a state employee or a non-state employee and state the amount of the single room rate | 3030 |
| Parking | No Receipt Required must provide: | - Date | - Amount for each parking expense incurred | | 3045 | No Receipt Required but must provide: | - Date | - Amount for each parking expense incurred | 3145 |
| Incidental | No Receipt Required | - Tolls provide amount and date | - Phone or Internet business charges | - Gasoline Expenses when using state owned or rental vehicles | - Any other travel expenses not listed | - Tips not allowed on State Funds | | | 3025 | No Receipt Required | - Tolls provide amount and date | - Phone or Internet business charges | - Gasoline Expenses when using state owned or rental vehicles | - Any other travel expenses not listed | - Tips not allowed on State Funds | 3125 |
| Prospective Employee | All of the above policy and procedure information is required for prospective employees except the State Hotel Occupancy Tax is allowable. All expenses will be coded 3210. | | | | 3210 | All of the above policy and procedure information is required for prospective employees except the State Hotel Occupancy Tax is allowable. All expenses will be coded 3210. | | | 3210 |
| Registration | Should be paid with Payment Card Required Receipt must document: | - Name of the person | - Full name of conference (no abbreviations) | - Dates of conference | 5215 | Should be paid with Payment Card Required Receipt must document: | - Name of the person | - Full name of conference (no abbreviations) | - Dates of conference | 5215 |

*Valid Exceptions for the purchase of travel services not on the State Travel Management Program contract.*

- If the cost is less than the contract price the exception does not have to be documented.
- 1. Part of Group
- 2. Efficient use of services.
- A. Contractor not time efficient.
- B. Contractor not available.
- C. Contractor sold out
- 3. Health and Safety Issues

(1) For more information on State Contract Airfare see the following URL [http://www.cpa.state.tx.us/procurement/prop/stmp/stmp-airline-contract/](http://www.cpa.state.tx.us/procurement/prop/stmp/stmp-airline-contract/)

(2) Contracted Rental Car Agencies are as follows:
- Research Extension
  - Avis F999556 F999555
  - Enterprise TX556 TX555

Must use the above contract numbers when booking the rental car

(3) See the following website for contract hotel vendors [http://hotel.cpa.state.tx.us/hotel_directory/](http://hotel.cpa.state.tx.us/hotel_directory/)