

TRAVEL EXPENSE CHECKLIST-LOCAL FUNDS

Travel Expense	In State	Object Code	Out of State	Object Code	Foreign	Object Code
General Info	<ul style="list-style-type: none"> <li>-Travel Website <a href="http://agrifileas.tamu.edu/fiscal/travel">http://agrifileas.tamu.edu/fiscal/travel</a></li> <li>-Disbursement Guidelines <a href="http://agrifileas.tamu.edu/library/pdf/disbursements/guidelines-disb-funds.pdf">http://agrifileas.tamu.edu/library/pdf/disbursements/guidelines-disb-funds.pdf</a></li> <li>-At the discretion of the department head the actual expenses for meals and lodging can be reimbursed.</li> <li>-Local funds do not have to follow STMP guidelines regarding the use of contract vendors</li> <li>-For any receipt that does not show payment information proof of payment will be required</li> </ul>		<ul style="list-style-type: none"> <li>-Travel to Mexico and Canada is considered out of state travel and not foreign.</li> <li>-At the discretion of the department head the actual expenses for meals and lodging can be reimbursed.</li> <li>-Local funds do not have to follow STMP guidelines regarding the use of contract vendors</li> <li>-For any receipt that does not show payment information proof of payment will be required</li> </ul>		<ul style="list-style-type: none"> <li>-ALL FOREIGN TRAVEL REQUIRES pre-approval by OSRS and/or Fiscal Administration</li> <li>-If employee is adloced to or part of their salary is funded by TAMU, approved TAMU travel request must be included</li> <li>-Travel Warnings- countries with travel warnings require AG-812 or approved TAMU Acknowledgement of Risk</li> <li>-Convert foreign currency to US dollar using Oanda website or credit card statement</li> <li>-Receipts should be in English or traveler must identify vendor, location and detail charges</li> </ul>	
Airfare	<p><b>Should be Purchased with CBT</b></p> <p><b>Required Receipt</b> must contain:</p> <ul style="list-style-type: none"> <li>-Name of Passenger</li> <li>-Airline Ticket Number</li> <li>-Class of Flight-if business class must be approved by Fiscal Admin</li> <li>-Itinerary-dates and all flight segments</li> <li>-Method of Payment</li> <li>-Amount</li> </ul>	3011	<p><b>Should be Purchased with CBT</b></p> <p><b>Required Receipt</b> must contain:</p> <ul style="list-style-type: none"> <li>-Name of Passenger</li> <li>-Airline Ticket Number</li> <li>-Class of Flight-if business class must be approved by Fiscal Admin</li> <li>-Itinerary-dates and all flight segments</li> <li>-Method of Payment</li> <li>-Amount</li> </ul>	3111	<p><b>Should be Purchased with CBT</b></p> <p><b>Required Receipt</b> must contain:</p> <ul style="list-style-type: none"> <li>-Name of Passenger</li> <li>-Airline Ticket Number</li> <li>-Class of Flight-if business class must be approved by Fiscal Admin</li> <li>-Itinerary-dates and all flight segments</li> <li>-Method of Payment</li> <li>-Amount</li> <li>-Travel on Federal OSRS accts must use US carrier</li> </ul>	3310
Taxis, Shuttles, Buses and Trains (Between City Transportation)	<p><b>Required Receipt</b> must contain:</p> <ul style="list-style-type: none"> <li>-Itinerary</li> <li>-Class-first class must be approved in the same manner as airfare</li> <li>-Amount of Fare</li> </ul>	3011	<p><b>Required Receipt</b> must contain:</p> <ul style="list-style-type: none"> <li>-Itinerary</li> <li>-Class-first class must be approved in the same manner as airfare</li> <li>-Amount of Fare</li> </ul>	3111	<p><b>Required Receipt</b> must contain:</p> <ul style="list-style-type: none"> <li>-Itinerary</li> <li>-Class-first class must be approved in the same manner as airfare</li> <li>-Amount of Fare</li> </ul>	3310
Taxis, Shuttles, Buses and Trains (In City Transportation)	<p><b>No Receipt Required</b> must provide:</p> <ul style="list-style-type: none"> <li>-Date</li> <li>-Amount (tips are not to be included, considered incidentals)</li> </ul>	3011	<p><b>No Receipt Required</b> must provide:</p> <ul style="list-style-type: none"> <li>-Date</li> <li>-Amount (tips are not to be included, considered incidentals)</li> </ul>	3111	<p><b>No Receipt Required</b> must provide:</p> <ul style="list-style-type: none"> <li>-Date</li> <li>-Amount (tips are not to be included, considered incidentals)</li> </ul>	3310
Rental Cars - Preferred vendors and contract codes (Research/Extension): Avis (F999556/F999555); or Enterprise (TX556/TX555)	<p><b>Required Receipt</b> must contain:</p> <ul style="list-style-type: none"> <li>-Name of renter</li> <li>-Dates of rental</li> <li>-Itemization of all charges</li> <li>-Method of payment</li> <li>-LDW/CDW is the only reimbursable insurance</li> </ul>	3010	<p><b>Required Receipt</b> must contain:</p> <ul style="list-style-type: none"> <li>-Name of renter</li> <li>-Dates of rental</li> <li>-Itemization of all charges</li> <li>-Method of payment</li> <li>-LDW/CDW is the only reimbursable insurance</li> </ul>	3110	<p><b>Required Receipt</b> must contain:</p> <ul style="list-style-type: none"> <li>-Name of renter</li> <li>-Dates of rental</li> <li>-Itemization of all charges</li> <li>-Method of payment</li> <li>-LDW/CDW is the only reimbursable insurance</li> </ul>	3310
Travel Agent/Booking Fee	<p><b>Required Receipt</b> must show proof of payment:</p> <ul style="list-style-type: none"> <li>-Booking Agent Receipt</li> <li>-Credit Card Statement</li> </ul>	3023	<p><b>Required Receipt</b> must show proof of payment:</p> <ul style="list-style-type: none"> <li>-Booking Agent Receipt</li> <li>-Credit Card Statement</li> </ul>	3123	<p><b>Required Receipt</b> must show proof of payment:</p> <ul style="list-style-type: none"> <li>-Booking Agent Receipt</li> <li>-Credit Card Statement</li> </ul>	3310
Mileage (up to the Federal Mileage Rate)	<p><b>Documentation of mileage</b> must be from:</p> <ul style="list-style-type: none"> <li>-Any internet /on-line mapping program.</li> <li>-Attach driving directions with mileage listed from headquarters or alternate origin to destination. <b>Use the most cost effective, reasonably safe route between duty points.</b></li> <li>-Odometer readings: beginning and ending. Include a list of all duty points.</li> <li>-Mileage can only be claimed for one car out of every 4 employees that have the same itinerary</li> <li>Gas can not be claimed if mileage is claimed when travel is with a personal vehicle</li> </ul>	3016	<p>Same as in state except that a <b>cost comparison must be done</b></p> <ul style="list-style-type: none"> <li>-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.</li> </ul>	3116	<p>Should not have mileage for Foreign travel with the exception for mileage to and from airport.</p>	3310
Meals (Do not allow Per Diem)	<p><b>No Receipt Required</b> (on most funds) must provide:</p> <ul style="list-style-type: none"> <li>-Meal receipts are required for accounts sponsored by TX Dept of Agriculture. Contact OSRS with questions. -Day by Day breakdown for the <b>actual cost</b> of meals</li> <li>If one meal is &gt;or = to <b>\$75</b> then receipt is required due to IRS requirements</li> </ul>	3030	<p><b>No Receipt Required</b> (on most funds) must provide:</p> <ul style="list-style-type: none"> <li>-Meal receipts are required for accounts sponsored by TX Dept of Agriculture. Contact OSRS with questions. -Day by Day breakdown for the <b>actual cost</b> of meals</li> <li>If one meal is &gt;or = to <b>\$75</b> then receipt is required due to IRS requirements</li> </ul>	3130	<p><b>No Receipt Required</b> (on most funds) must provide:</p> <ul style="list-style-type: none"> <li>-Meal receipts are required for accounts sponsored by TX Dept of Agriculture. Contact OSRS with questions. -Day by Day breakdown for the <b>actual cost</b> of meals</li> <li>If one meal is &gt;or = to <b>\$75</b> then receipt is required due to IRS requirements</li> </ul>	3310
Business Meals - Must be submitted on a purchase L-doc.	<p><b>Receipt Required:</b></p> <ul style="list-style-type: none"> <li>-Internal Revenue Service's "five W's": who, what, where, when, and why.</li> <li>-If alcohol is purchased must use allowable account and code alcohol portion 6341</li> </ul>	6340	<p><b>Receipt Required:</b></p> <ul style="list-style-type: none"> <li>-Internal Revenue Service's "five W's": who, what, where, when, and why.</li> <li>-If alcohol is purchased must use allowable account and code alcohol portion 6341</li> </ul>	6340	<p><b>Receipt Required:</b></p> <ul style="list-style-type: none"> <li>-Internal Revenue Service's "five W's": who, what, where, when, and why.</li> <li>-If alcohol is purchased must use allowable account and code alcohol portion 6341</li> </ul>	6340
Lodging	<p><b>Required Receipt</b> from commercial lodging establishment must contain:</p> <ul style="list-style-type: none"> <li>-Name of guest</li> <li>-Itemization of all expenses charged (day by day)</li> <li>-Payment or method of payment</li> </ul> <p>Will <b>not</b> pay for in Texas Hotel Occupancy Tax</p> <p>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</p>	3030	<p><b>Required Receipt</b> from commercial lodging establishment must contain:</p> <ul style="list-style-type: none"> <li>-Name of guest</li> <li>-Itemization of all expenses charged (day by day)</li> <li>-Payment or method of payment</li> </ul> <p>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.</p>	3130	<p><b>Required Receipt</b> from commercial lodging establishment must contain:</p> <ul style="list-style-type: none"> <li>-Name of guest</li> <li>-Itemization of all expenses charged</li> <li>-Payment or method of payment</li> </ul> <p>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</p>	3310

Parking	<b>No Receipt Required</b> must provide: 3045 -Date -Amount for each parking expense incurred	<b>No Receipt Required</b> must provide: 3145 -Date -Amount for each parking expense incurred	<b>No Receipt Required</b> must provide: 3310 -Date -Amount for each parking expense incurred
Incidentals	<b>No Receipt Required</b> 3025 -Tolls provide amount and date -Phone or Internet business charges -Tips provide service received, date and amount (see SAP 25.02.01.M2.05 for amount of tips allowed) -Gasoline expense -Any other travel expenses not listed	<b>No Receipt Required</b> 3125 -Tolls provide amount and date -Phone or Internet business charges -Tips provide service received, date and amount (see SAP 25.02.01.M2.05 for amount of tips allowed) -Gasoline expense -Any other travel expenses not listed	<b>No Receipt Required</b> 3310 -Tolls provide amount and date -Phone or Internet business charges -Tips provide service received, date and amount (see SAP 25.02.01.M2.05 for amount of tips allowed) -Gasoline expense -Any other travel expenses not listed
Prospective Employee	3210 <b>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.</b>	3210 <b>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.</b>	3210 <b>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.</b>
Registration	5215 <b>Should be paid with Payment Card Required Receipt</b> must document: -name of the person -full name of conference (no abbreviations) -dates of conference -itemized breakdown of fees	5215 <b>Should be paid with Payment Card Required Receipt</b> must document: -name of the person -full name of conference (no abbreviations) -dates of conference -itemized breakdown of fees	5215 <b>Should be paid with Payment Card Required Receipt</b> must document: -name of the person -full name of conference (no abbreviations) -dates of conference -itemized breakdown of fees -approved travel request