

# The University of Texas at Tyler



Traveler's Aid and Entertainment Guide  
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## **Introduction**

The rules and regulations covering travel reimbursement are from several sources. The University of Texas is governed by the *State of Texas Travel Regulations Act*, the *General Appropriations Act*, *Rules and Regulations of the Board of Regents*, and official interpretations of the Travel Act as made by the State Comptroller of Public Accounts in the *State of Texas Travel Allowance Guide*. The most relevant rules have been condensed into this manual for quick reference. When the rules for local accounts differ from state accounts, the difference is noted.

Questions concerning travel regulations should be directed to the travel desk in Financial Services. The travel desk is managed by Faye Ingram at 903-565-5981 or [fingram@uttyler.edu](mailto:fingram@uttyler.edu).

## Summary of Travel Rules and Reimbursement Limits

### Travel Rules—State Accounts

1. Mileage rate is 55 cents per mile. Use the Comptroller's *Texas Mileage Guide* at <http://ecpa.cpa.state.tx.us/mileage/Mileage.jsp> to determine distance between locations. Meals paid up to \$36.00 per day; lodging paid limited to actual expenses based on receipts up to \$85.00 per night.
  - a. Meals are allowed for an overnight stay and on one-day trips outside of U.T. Tyler's service area for six hours or more. Note: Meals reimbursed for one-day trips are taxable and will be added to the employee's W-2.
  - b. If two or three employees share a room, all employees are allowed up to \$85.00 per night limited to actual expenses based on receipts.
  - c. If an employee is traveling with, or on behalf of, the President, then actual expenses are permitted (not to exceed two (2) times the state rate).
2. *Out-of-state travel.* Every state has different rates for meals and lodging. These rates can be found at [http://www.window.state.tx.us/fm/travel/out\\_of\\_state/rate\\_sched.html](http://www.window.state.tx.us/fm/travel/out_of_state/rate_sched.html). Alternatively, departments may call the travel desk in Financial Services to look up travel rates.
3. Airline tickets are booked through Corporate Travel Planners, Inc (CTPI), U. T. Tyler's travel agency. Contact CTPI at 1-866-366-1142 or e-mail them at [uttravel@travelctp.com](mailto:uttravel@travelctp.com).
4. Rental car reservations are booked through Financial Services (Faye Ingram at 565-5981 or [fingram@uttyler.edu](mailto:fingram@uttyler.edu)) or you may contact CTPI at 1-866-366-1142 or [uttravel@travelctp.com](mailto:uttravel@travelctp.com).

### Travel Rules—Local Accounts

Travel rules for local accounts are the same as rules for state accounts unless prior approval is obtained from the Vice President for Business Affairs.

### Travel Authorization

*Prior to travel*, approval for all University business travel is required for absences from the campus (or other designated headquarters) *whether or not there is a cost to The University*. A Request for Travel Authorization (RTA) should be completed in the DEFINE system and approved by the immediate supervisor.

An RTA should state the traveler's name, dates of travel, destination, purpose and benefit of travel, and the account to be charged for travel expenses. Appropriate arrangements for disposition of duties must be made in advance of the travel. If classes are to be missed, a qualified member of the instructional staff shall be identified and included in the notes section of the RTA. Under normal circumstances, classes should not be rescheduled. If charges such as airfare are to be centrally billed, the RTA provides the authorization to charge the specified account. Additional approvals or preparations may also be required as indicated below.

## Washington, D.C.

All travel to Washington, D.C. requires prior notification to The Office of State and Federal Relations or The University of Texas System, depending upon the purpose of such travel. Notification to one of these entities, discussed below, must be processed before creating the traveler's Request for Travel (VE5) document.

If the travel purpose is to confer on legislative or appropriations issues with the U.S. Congress or Federal Government staff or officials, then the traveler must notify The Office of State and Federal Relations at <http://ww.osfr.state.tx.us/>. Print confirmation for recordkeeping.

For all other travel to Washington, D.C., the traveler must notify The University of Texas System Office of State and Federal Relations, via e-mail at [rfalcon@utsystem.edu](mailto:rfalcon@utsystem.edu). The following information is required in the e-mail:

*E-mail Subject Line:* UT Tyler/Travel to Washington, D.C.

*E-mail Contents:* Name of traveler, date of travel, traveler's e-mail address and phone number, and reason for travel to Washington, D.C.

Print a copy of the "sent" e-mail for recordkeeping.

When processing the traveler's VE5 document, reference the entity notified in the NOTES Section and complete Section W.

## Foreign Travel

Pursuant to Section 9-5.10(h), Article IX General Appropriations Act, the Office of the Governor has adopted the following policy for expending appropriated funds for travel to foreign countries, other than Canada and Mexico, by state employees on official state business.

1. All foreign travel, other than Canada, Mexico, U.S. territories (Virgin Islands and Guam), and U.S. protectorates (Jamaica) must have prior approval. A "**Travel Request for Approval to Foreign Countries**" form must be submitted at least 30 days prior to the date of the employee's departure. The form can be found on the Financial Services "Forms" web page.
2. Foreign travel must clearly involve official state business and be consistent with UT Tyler's legal authority.

## **Travel Cards**

The University does not provide cash advances to travelers. In lieu of cash advances, UT Tyler corporate credit cards are available to full time employees for business travel. The Corporate Travel Card is a State of Texas issued MasterCard provided by JP Morgan Chase. The card must be used for travel purchases associated with official University business. Travel expenses can include but are not limited to lodging, meals, ground transportation, and incidental travel expenses related to official business. An employee is not required to accept or apply for a state issued card. Use of the Corporate Travel Card by an employee for personal expenditures is considered a violation of state policy and the employee will be subject to corrective action.

To be eligible for a travel card an employee is expected to take three or more trips per fiscal year (September 1st – August 31st) or spend at least \$500 each fiscal year on UT Tyler business travel. For more information, please contact the Travel Coordinator by e-mail [fingram@uttyler.edu](mailto:fingram@uttyler.edu) or phone 903-565-5981.

**In compliance with FTC regulation 16 CFR 681.3, Financial Services never delivers travel cards via US mail or intercampus mail. The named cardholder must pick up the card in person with valid ID.**

## **Travel Reimbursement**

### **Conservation of Funds**

An employee's travel must be planned to achieve maximum savings and efficiency. The travel expenses must be the lowest possible considering all relevant circumstances. A department may adopt expense reimbursement and payment rates lower than the maximum rate. The department's employees must be notified in writing before the lower rates are implemented.

### **Official State Business**

The purpose of travel must clearly involve official state business and be consistent with the legal responsibilities of the University. If, for personal reasons, an employee is unable to reach his duty point, his travel expenses are not reimbursable. For example, if a person has car trouble or becomes ill and is unable to conduct official state business, expenses for that trip cannot be reimbursed.

## **Supporting Documentation**



### **Voucher Requirements:**

The voucher must identify the duty point. If the duty point is within Texas, only the city must be specified. If the duty point is outside Texas, the voucher must specify the city, county and state. The nature of the official state business conducted at each location must be stated on the voucher. If abbreviations or acronyms are used, the voucher must clearly define those terms.

Budget authorities approve all travel for their department. The budget authority's travel reimbursement must be approved by their supervisor. The Vice President for Academic Affairs approves Dean's travel reimbursements. The President approves the Vice Presidents' travel, and the Vice President for Business Affairs or the Assistant Vice President for Business Affairs approves the President's travel. The approval may be either an approval signature on the travel reimbursement request form (see form in Appendix) and noted in the notes to the DEFINE VP5 or an approval in DEFINE (using the FYA function).

Supporting documentation for travel reimbursement must include, but is not limited to, the following:

- Hotel receipts.
- Taxi receipts.
- Parking receipts.
- Airline ticket and rental car receipts, including those that are centrally billed, should be attached to the travel reimbursement voucher.
- Other receipts for out-of-pocket costs.
- Receipts for meals are not required except for meals charged to a University direct bill travel credit card.
- Travelers must sign the DEFINE travel payment voucher form.

## Transportation

### Coordination of Travel

Coordination of travel must occur when two or more employees, employed by the same department, travel from the same headquarters to the same duty point at the same time. When coordination of travel is required, only one of the employees may be reimbursed for mileage. However, mileage incurred to travel to a pick up point by other employees may be reimbursed. Coordination of travel is not required if it is determined infeasible for business reasons.



#### **Voucher Requirements:**

When coordination of travel is determined to be infeasible, a copy of that determination must be attached to each person's voucher. The determination must specifically say that coordination of travel is infeasible and list the business reasons for the decision.

### Travel by Personal Car

The mileage rate is 55 cents per mile. "The Official State Mileage Guide" determines mileage. The distance listed in the mileage guide usually is the maximum number of miles an employee may be reimbursed. However, actual mileage can be claimed if itemized on a *point-by-point* basis and attached to other supporting documentation. An actual expense form must accompany reimbursement and must be signed by the budget authority. The form is found at the Financial Services website under "Forms."

Reimbursement of mileage is inclusive of all expenses associated with the operation of a personally owned vehicle, with the exception of tolls and parking expenses.

An employee may be reimbursed mileage for travel between their home and the nearest airport. When travel occurs during work hours, reimbursement may not exceed the reimbursement that would be received had the employee traveled from headquarters to the airport. The scheduled departure and arrival times of the employee's flight determines whether the travel to the airport was during work hours.

An employee may be reimbursed for the mileage incurred by another person transporting the employee to the airport. The reimbursement may not exceed the reimbursement that would have been paid if the employee had parked at the airport.



**Voucher Requirements:**

1. The voucher must state that travel was by a personally owned or leased motor vehicle.
2. Travel locations must be identified on the voucher and mileage must be itemized.

**Travel by Rented or Public Conveyance**

**Commercial Air**

U. T. Tyler's travel agency is Corporate Travel Planners, Inc (CTPI). All airline tickets are booked through CTPI. The reimbursement for commercial air transportation may not exceed the cost of the lowest refundable available airfare. If non-refundable airfare is purchased, the employee will incur the risk of trip cancellation. If a ticket is available at a lower cost from a source other than CTPI, supporting documentation is required.

When an employee combines business and personal air travel, their reimbursement may not exceed the amount airfare would have been had they not included personal travel.

First class airfare may be reimbursed if it was the only available airfare and must be pre-approved as indicated in the voucher requirements below. The Vice President for Business Affairs handles all exceptions to these policies.

Federal taxes on airfare are reimbursable.



**Voucher Requirements:**

The voucher must state that first class airfare was the only available airfare and/or if to accommodate medical/physical limitations.

First class airfare requires advance written approval from the President or Vice President for Business Affairs.

**Rented Vehicle**

## UT TYLER TRAVEL AND ENTERTAINMENT POLICIES

Rental car reservations are booked through the travel desk in Financial Services (Faye Ingram at [fingram@uttyler.edu](mailto:fingram@uttyler.edu) or 565-5981) or CTPI at (866) 366-1142 or [uttravel@travelctp.com](mailto:uttravel@travelctp.com).

When an employee uses a rental vehicle for both personal business and state business, only the portion attributable to state business may be reimbursed.

If two or more employees share a rented vehicle, only the employee whose name is on the reservation for the vehicle may be reimbursed for costs related to the rental. The other employees may not be reimbursed for any costs associated with renting the vehicle.

If a traveler does not use state contract rental car agencies, the traveler must provide insurance. The traveler may not be reimbursed for this charge.

Travelers may be reimbursed for related gasoline charges.

The Texas Procurement and Support Services (TPASS) agency has published state contract car rental provisions and vendor rates at the following web site:  
<http://www.window.state.tx.us/procurement/prog/stmp/>

### **Mass Transit, Taxi, or Limousine**

Receipts are required for taxi and limousine service. If public transportation is used for travel between cities, receipts are required. The cost of limousine transportation may be reimbursed only if it is the lowest transportation available.

Tips on transportation charges cannot be reimbursed from state accounts.

## **Meals & Lodging**

### **General Rules**

Excess meal and lodging expenses for one day may not be carried forward or backward to another day. Expenses incurred the day before official business begins or the day after official business ends are reimbursable. Expenses incurred more than one day before official business begins or more than one day after official business ends are reimbursable only if the expenses are incurred to qualify for a discount airfare and results in a savings to the University.

Meal and lodging expenses may not be reimbursed for any days the employee is absent from duty for personal reasons. Personal reasons include, but are not limited to, illness, a family emergency, breakdown of a motor vehicle, and any occurrence not connected with official duties.

If the employee is traveling with or on behalf of the President, then the maximum amount of reimbursement for meals and lodging is equal to twice the amount allowed (\$85.00 for lodging and \$36.00 for meals with State and Federal funds).

## **Meals (In-State)**

In-state meals are paid up to \$36.00 per day, not to exceed actual expenses, and are reimbursable without an overnight stay if travel away from the duty station is at least 6 hours.

**Note:** Reimbursed meals for one-day trips are taxable and will be included on the employee's W-2 (IRS Requirement). Per diems are to be allocated on a per meal basis for partial travel days over six hours and when certain meals are included as part of a registration fee, airfare, hotel cost etc. Partial allocations as follows:

- Breakfast is \$6.00 if returning by 10:00am and included in \$36.00 per diem if departing by 12:00 noon.
- Lunch is \$12.00 if departing by 12:00 noon and/or returning after 12:00 noon.
- Dinner is \$18.00 if departing after 1:00pm and included in the \$36.00 per diem if returning after 6:00pm.

Actual expenses for meals are permitted only if employee is traveling with or on behalf of the President (not to exceed two (2) times the state rate). Receipts are required if actual expenses are claimed.

Alcoholic beverages and tips are not reimbursable expenses.

## **Meals (Out of State)**

See per diems at [http://www.window.state.tx.us/fm/travel/out\\_of\\_state/rate\\_sched.html](http://www.window.state.tx.us/fm/travel/out_of_state/rate_sched.html). When the meal per diem must be allocated, the following percentages must not be exceeded:

Breakfast...26%

Lunch...40%

Dinner...60%

## **Lodging (In-State)**

In-state lodging is paid up to \$85 per night exclusive of taxes and is limited to actual expenses based on receipts. Only single occupancy rates can be claimed. If two or more employees share lodging, each employee is allowed up to \$85.00 per night limited to actual expenses based on receipts.

If using State Funds, the lodging facility must be listed in the Texas Building and Procurement (TBPC) Texas State Travel Directory. Exceptions must be documented in the notes of the DEFINE voucher and are limited to the following:

1. No hotel in town available at the GSC contract rate
2. Lower cost to the state.
3. Traveler is already in travel status.
4. Travel is undertaken as part of a group program for which reservations must be made through specified source to obtain a particular rate and/or service.
5. Traveler finds that the accommodations provided by the vendor may reasonably present a risk to the person under the state's custody.



### **Voucher Requirements:**

The original hotel receipt should be submitted for reimbursement. If an original receipt is not available, a copy of the receipt, canceled check, or credit card slip must be attached to the voucher. The voucher must state that the original receipt is unavailable.

## **Hotel Taxes**

Employees of the University of Texas are exempt from Texas State hotel occupancy taxes while traveling on State of Texas business. State hotel occupancy taxes should not be paid by the traveler and are not reimbursed by U. T. Tyler. A traveler must present the hotel at time of check-in with a completed Hotel Occupancy Tax Exemption Certificate (see "Forms" on Financial Services website).

University employees are not exempt from county or municipal hotel occupancy taxes and are reimbursed for these taxes in addition to the cost of the hotel.

Travel on state funds within Texas is limited to lodging expenses of \$85 per day. If actual lodging expenses exceed allowable expenses, hotel occupancy tax reimbursement is limited to the tax attributable to the allowed lodging expenses. For example, if actual lodging expenses are \$100 and local occupancy taxes are \$7.50, the reimbursable tax is \$6.38. This is calculated as follows:  $(\$85/\$100) \times \$7.50 = \$6.38$ .

All Out-of-State hotel taxes are fully reimbursable, up to the allowance.

## **Expenses Incurred within Designated Headquarters**

An employee may not be reimbursed for meals or lodging expenses incurred within the employee's designated headquarters unless the expenses are mandatory and connected with training, a seminar, or a conference.



### **Voucher Requirements:**

To reimburse an employee for meals or lodging incurred within their designated headquarters, a statement must be added to the voucher stating that the expenses were mandatory and connected with training, a seminar, or a conference.

## **Overnight Travel Outside of Texas (in Continental U.S.)**

Rates can be found at [http://www.window.state.tx.us/fm/travel/out\\_of\\_state/rate\\_sched.html](http://www.window.state.tx.us/fm/travel/out_of_state/rate_sched.html)

Locality limits are based on key cities within a state. When traveling to a city not listed, the limit is based on the county in which the city is located. If neither the city nor the county is listed, the reimbursement is limited to the median allowance for the state, as indicated by an asterisk (\*) in the total column.

## **Travel Outside the Continental U.S.**

Rates can be found at [http://www.window.state.tx.us/fm/travel/out\\_of\\_state/rate\\_sched.html](http://www.window.state.tx.us/fm/travel/out_of_state/rate_sched.html).  
Lodging receipts are required when traveling outside the continental U.S.



### **Voucher Requirements:**

If travel is to a foreign country, expenses must be converted to U.S. dollars. The voucher must specify the exchange rate used (applicable to the travel date).

## **Prospective State Employees**

When a prospective employee is requested to travel for an employment interview, they may be reimbursed for travel expenses in the same manner as a state employee. A travel advance may not be issued to a prospective employee. Prospective employees are not exempt from hotel occupancy taxes and may be reimbursed for those taxes.



### **Voucher Requirements:**

1. The term "Prospective Employee" must be listed in the title section of the voucher.
2. The voucher must list the title of the position for which the prospective employee is being interviewed.
3. The voucher must include a daily itemization of the lodging expenses and reimbursement will be limited to per diem amounts.

## **Student Travel**

1. Students traveling on behalf of the University for official state business may travel on State Funds.
2. Students traveling for other purposes (debate, intramural activities) may travel on Local Funds only.
3. Students must be reimbursed on a DEFINE VP5 payment voucher.

## **Lease of an Apartment or House**

If a department anticipates that an employee will be at a duty point for at least one month, but less than one year, the expense of leasing an apartment or house may be reimbursed.

The apartment or house must be leased from a commercial establishment. The name of the employee must appear on the lease and the purpose for leasing must be the conservation of state funds. Deposits required for the lease of a house or an apartment are the sole responsibility of the employee and are not reimbursable.



### **Voucher Requirements:**

The voucher may not encompass more than one month's expenses. The expense of leasing an apartment or house for the month must be listed as a lump-sum amount.

The voucher must itemize the meal expenses on a daily basis.

A copy of the lease agreement and proof of the lease payment must be attached to the voucher.

When applicable, an invoice or billing statement from a furniture rental company or utility company must be attached to the voucher.

When applicable, proof that an application fee has been paid must be attached to the voucher.

## Incidental Expenses

### **Cancellation or Change Charges**

There is a \$100.00 change fee on a non refundable ticket. A state agency may pay or reimburse a state employee for a cancellation charge if:

- The charge is incurred for a reason related to official state business; or
- The charge is incurred for a reason related to official state business that could not be conducted because of a natural disaster or other natural occurrence; or
- The charge is related to a transportation expense that was paid in advance to obtain lower rates and is incurred because the employee was unable to use the transportation because of an illness or a personal emergency.



#### **Voucher Requirements:**

The voucher must specify the reason for the cancellation and proof that the cancellation charge has been paid must be attached to the voucher. If the cancellation charge is for an unused airline ticket, the original ticket must be attached to the voucher.

### **Free or Discounted Travel**

An employee cannot be reimbursed for travel if no expense has been incurred. Receiving free transportation or lodging in exchange for mileage or points does not constitute an expense. An employee can be reimbursed for discounted travel only if money was paid directly to obtain the discount. If money is paid directly to obtain a discount, then reimbursement is limited to the lesser of the cost of obtaining the discount, the amount of the discount or the maximum reimbursement allowed for that type of travel expense.



#### **Voucher Requirements:**

The voucher must contain a detailed description of the discount. An original, complete, and unaltered receipt from the seller of the discount must be attached to the voucher.

### **Weekend Travel**

If official state business temporarily ends on Friday and resumes on Monday, the employee may have the option to stay at the duty point or return to headquarters for the weekend.

If the employee chooses to remain at the duty point, expenses for the weekend are subject to the same limitations as weekday travel. If the employee decides to return to headquarters, the travel reimbursement would be limited to the lesser of the expenses that would have been reimbursed had the employee stayed at the duty point and the transportation expenses incurred returning to headquarters and going back to the duty point.

Reimbursable expenses are limited if an employee leaves a duty point and travels for personal reasons to a location other than headquarters for the weekend. Weekend travel expenses may not exceed the average weekday travel cost multiplied by the number of days in the weekend.

## **Packaged Travel Arrangements**

If meal or lodging expenses are mandatory and included with the registration fee, then they are fully reimbursable. If meal and lodging expenses are not mandatory then the reimbursement may not exceed the meal and lodging limits.

### **Voucher Requirements**

An original and complete receipt from the seller of the package must be attached to the voucher.

Meal or lodging expenses packaged with a registration fee are considered part of the registration fee and must be charged to the same object code as the fee. If meal or lodging expenses are not mandatory, they must be separated from the registration fee and charged to the usual object codes for meals or lodging.

## **Expenses Incurred while Qualifying for Discount Airfare**

When an employee stays extra days at a duty point to qualify for a discount airfare, they may be reimbursed for the travel expenses incurred if the additional expenses plus the discount airfare are less than or equal to the average coach airfare. It must be in the best interest of the University to allow the employee to be absent for the extra days. The extra days may occur before or after the official state business.

### **Voucher Requirements:**

The voucher must show that additional expenses plus the discount airfare incurred are less than or equal to the average coach airfare. The voucher must state the average coach airfare and the source used to determine that airfare.

## **Travel while on Personal Leave**

If an employee on personal leave at a location outside the designated headquarters is required to travel to a duty point, the travel expenses incurred may be reimbursed. The reimbursement is not to exceed the lesser of the amount of actual travel expenses or the amount that would have been incurred had the employee traveled from their headquarters.

When an employee is required to return to headquarters while on personal leave, they may be reimbursed for the travel expenses they incurred while traveling to headquarters and returning to the place they were staying while on personal leave.

### **Voucher Requirements:**

The voucher must state that the employee's supervisor required the travel.

## **Lost or Stolen Tickets**

An employee may be reimbursed for a lost or stolen ticket if they exercised reasonable care to safeguard the ticket.

### **✈ Voucher Requirements:**

Traveler must provide proof of purchase of new ticket, including payment of lost or stolen ticket charges.

## **Employees with Disabilities**

Disabled employees may be reimbursed for attendant care expenses for travel. The attendant's travel expenses are subject to the same rules as the employee. First class airfare for disabled employees is allowable only if it is medically necessary.

### **✈ Voucher Requirements:**

A statement explaining the disability and the need for additional expenses must be attached to the voucher.

## **Reimbursable Incidental Expenses**

The following is a partial list of incidental expenses that are reimbursable if they are incurred for an official state business reason and have supervisor approval:

Admittance fees	Notary Fees
Airport boarding passes	Parking
Books purchased for a seminar	Postage
Charges to exchange foreign currency	Telephone calls (business)
Copying charges	Tolls charges
Departure taxes	Gasoline charges
Facsimile charges	Inoculations
Freight charges for state equipment	Hotel occupancy taxes
Mandatory lodging charges	Repair charges for state owned vehicles
Mandatory service charges	The cost of money orders
Sales and use taxes if an exemption is not provided by law	Passport or visa charges*
Traveler's check charges if purchase is required	

**\*Traveler must ensure the passport is current before the trip. The University will not reimburse the cost that results from an expired passport (e.g., extra night of lodging)**



**Voucher Requirements:**

Receipts are required, and expenses must be itemized.

For telephone calls, the voucher must state that all the calls are business related.

**Non-reimbursable Expenses**

The following is a partial list of expenses that are not reimbursable:

- Alcoholic beverages
- Any expense not related to official state business
- Dry cleaning or laundry
- Excess baggage charges for personal belongings
- Expenses related to the operation of a personally owned vehicle
- Kennel expenses for a pet
- Locker rental for baggage storage
- Rental of videotapes for personal entertainment
- Sales and use taxes if the law provides an exemption
- Tips or gratuities

## Travel Definitions

Cancellation Charge - A fee, charge, or payment that a private entity assesses or retains because of the cancellation or change of a travel reservation or other travel plan.

Commercial Lodging Establishment - A motel, hotel, inn, apartment, house, or similar entity that furnishes lodging to the public for pay.

Commercial Transportation Company - An entity that offers transportation of people or goods to the public for pay.

Continental United States - The District of Columbia and all states of the United States other than Alaska and Hawaii.

Designated Headquarters - The area within the incorporated city limits in which the employee's place of employment is located. If the place of employment is located in an unincorporated area, then the designated headquarters is the area within a five-mile radius of the place of employment.

Disability - A physical or mental impairment of a person that substantially limits one or more of the person's major life activities.

Duty Point - The destination other than a place of employment to which an employee travels to conduct state business.

Gratuity (tip) - Something given voluntarily or beyond obligation, usually in response to or in anticipation of a service.

Incidental Expense - Necessary and reasonable expenses incurred while traveling on state business. Does not include expenses for meals, lodging, or transportation; personal expenses; and, tips and gratuities.

Lodging Expense - A charge imposed by a provider of lodging as consideration for providing the lodging.

Lowest Available Airfare - The lowest available airfare as quoted by the airline reservation system.

Non-working Hours - All hours in a calendar day except working hours.

Place of Employment - The office or location at which an employee routinely conducts state business.

Prospective State Employee - A person who is being considered for employment with a state agency.

Rented or Public Conveyance - A motor vehicle, train, or aircraft that an employee rents or pays a fee to use on a short-term basis.

UT TYLER TRAVEL AND ENTERTAINMENT POLICIES

Service Area – See Designated Headquarters

Travel Expense - Transportation, meal, lodging, or incidental expense.

Work Day - A day on which an employee is regularly required to conduct state business.

Working Hours - The hours during which an employee is regularly scheduled to conduct state business.

## **Entertainment Policy**

### **General Policy**

Entertainment expenditures must comply with the institution's policies, which require that the expenditure should be related to one or more of the following purposes:

- a) Recognition or promotion of academic achievement, athletic achievement, scholarship and/or service to the institution;
- b) Promotion or communication of intellectual ideas and/or exchange of administrative and operational information on the institution's programs or activities;
- c) Support to institution sponsored student events and activities;
- d) Recruitment of students, faculty, staff;
- e) Assistance to the Regents, accrediting agencies, officials from other institutions etc;
- f) Support of a program of continuing education.

For employee reimbursement of these expenses, a signed "Request for Employee Reimbursement of Non-Travel Business Expense" form must be attached with other supporting documentation. The form can be found on the Financial Services "Forms" web page.

The President or his designee handles all exceptions to the entertainment policy.

### **Approval**

Budget authorities approve all entertainment for their departments. A budget authority's supervisor must also approve the budget authority's entertainment expense. The President must approve the Vice Presidents' entertainment expenses. The President's entertainment expenses must be approved by the Vice President for Business Affairs or the Assistant Vice-President for Business Affairs. The President or designee approves all memberships. The approval may be either an approval signature on the Business Expense Payment request form (see Appendix) and noted in the notes to the DEFINE document or an approval in DEFINE (using the FYA function).

### **Limitations**

There are only certain local accounts allowed for payment of entertainment expenses. The disallowed accounts are: "14" (state accounts) and some "26" (federal/state accounts). The local accounts that are allowed are all "18", some "19", some "26", and all "30" accounts.

### **Gratuities**

Local accounts may reimburse tips limited to 20% on business meals only.

### **Types of Entertainment**

- All receptions, banquets, and office parties.
- Special programs/ conferences (President and Executive Management).
- Expenditures related to institution guests (President and Executive Management only).
- Business meals

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- Flowers (state funds not allowed).
- Gifts (must have prior approval of the President).
- Holiday cards (purchased only by the President’s office).

**Fund Source**

- The source of funds **does** affect the policy and rules of the University of Texas at Tyler.

**Documentation Requirements**

A completed “Request for Payment of Business Expense” form must accompany all payments. See Appendix for form.

Date: Date of Activity

Place: Business establishment, restaurant, etc. where activity occurred. If activity did not take place in the institution’s city, then identify city and state.

Participants: Each participant’s name, title, and affiliation, if 10 or less. If more than 10 participants are involved, you may supply a general description of the group and approximate number of people that attended – e.g. alumni of college invited to reception for presentation of excellence awards, approximately 350 attended.

Purpose: Supply a brief explanation of the purpose of the activity including the benefit to The University. Generalized statements such as “university entertainment”, “meet with university officials”, or “discuss university business”, should not be used.

**DEFINE Object Codes**

The most commonly used object codes for DEFINE entertainment documents (VPE) are as follows:

Official Occasions	1323
Business Meeting Expense	1327