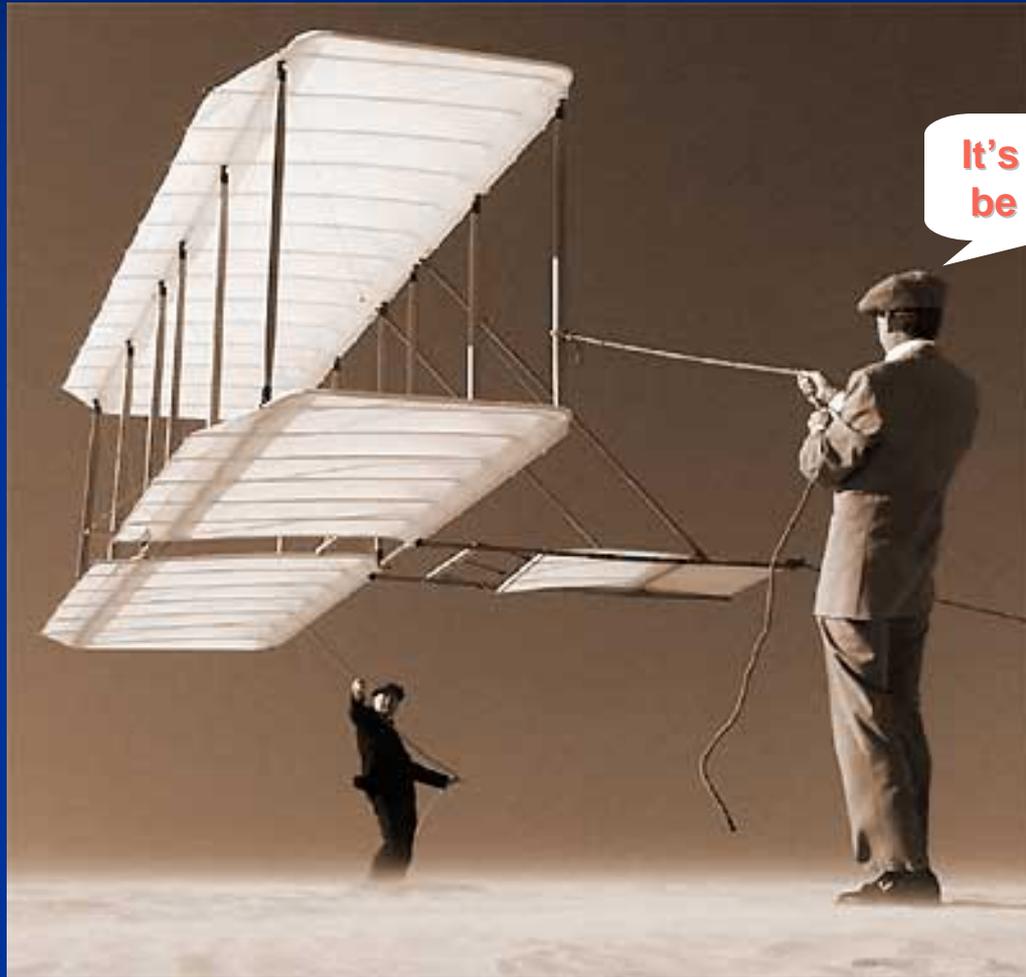


Introduction to Travel



**It's good to
be Wright!**

Class Objectives

- Learn where to find the information regarding travel rules and regulations.
- Learn what information is needed to complete travel documents.
- Learn to use the new web tool  Rules of the road on the Web
- Discuss updates to the State of Texas travel regulations

Outline

- Travel Regulation Act
- General Appropriations Act
- Overview of the Texas Procurement & Support Services Office; State Travel Management Program (STMP)



State of Texas Travel Rules

Who Else Can Dictate Travel Policy?

1. Travel Regulations Act
2. General Appropriations Act
3. State Travel Management Program
4. The logo for Texas Travel, featuring a stylized map of Texas in white and blue, with the word "texas" in a blue, lowercase font and "travel" in a larger, blue, lowercase font. Below the text is the tagline "Home of the Road on the Web" in a smaller, blue font.

5. Your Agency
(hint, not the internet!)



Items of interest

- Mileage \$0.55 per mile as of January 1, 2009
- Advisory and Governing Board reimbursement rate is the same as state employees
- Out of State travel, higher lodging rate may be determined by the head of the agency or designee.

New items of interest



ON...



General Travel Provisions

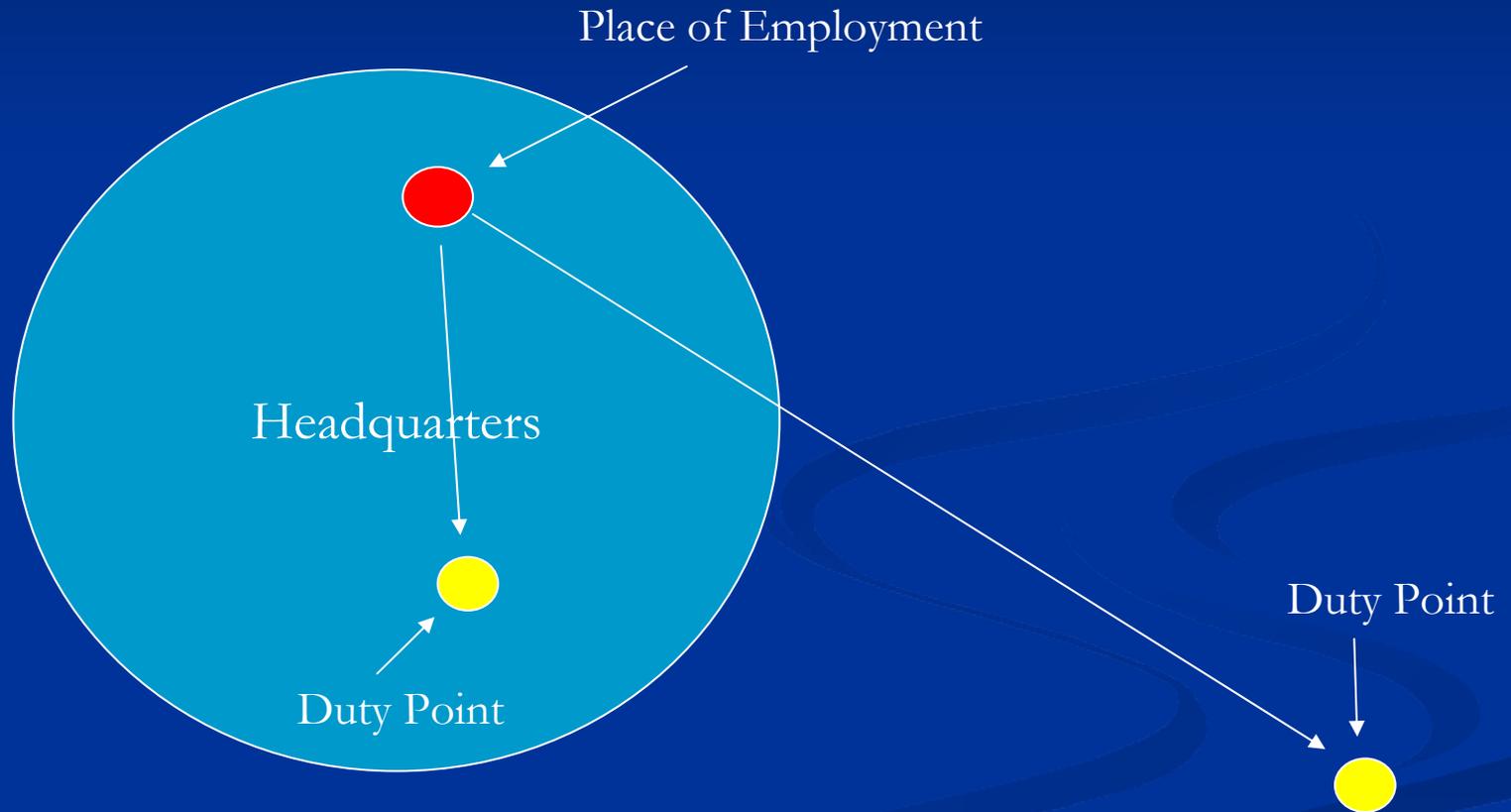


General Travel Provisions

Definitions

1. Travel expense.
2. Meal expense.
3. Commercial lodging establishment.
4. Place of employment
5. Headquarters.
6. Duty point.

Headquarters, Place of Employment, Duty Point



REVIEW EXERCISE



CONSERVATION OF FUNDS

660.007

Subtle, aren't we. . .

General Travel Provisions

Conservation of Funds

- A state agency shall minimize the amount of travel expenses, and ensure that travel arrangements are the most cost-effective.
- A state agency may specify a travel expense reimbursement rate that is less than the maximum rate if the agency has notified the employee in writing about the rate.

General Travel Provisions

Responsibility of State Employee

- Shall ensure compliance with applicable state law and the guide
- Should not seek payment or reimbursement of a travel expense that the employee knows or reasonably should know is not reimbursable.
- Immediately reimburse the state for an overpayment

General Travel Provisions

Official State Business

A state agency may pay or reimburse a travel expense only if the purpose of the travel:

- Clearly involves official state business; and
- Is consistent with the agency's legal authority.

Tex. Gov't Code Ann § 660.003(e)(2)

General Travel Provisions

Official State Business

Reimbursable travel expenses incurred for reasons unrelated to official state business.

1. Medical care for traveling state employees
2. Attending funerals
3. Inability to perform official state business
4. Travel expenses incurred while on leave
5. Travel expenses of threatened state employees and their families
6. Travel expenses incurred while returning to a designated headquarters because of illness or a personal emergency

Tex. Gov't Code Ann § § 660.010 - 660.013

Textravel Review Questions

On What website is Textravel Located?

Can a traveler be reimbursed for travel expenses not related to state business? Where in Textravel does it state this?



REVIEW EXERCISE





General Travel Provisions

Travel to Washington D.C.

- Before an employee travels to Washington D.C., to conduct business; the Office of State-Federal Relations (OSFR) must be informed
- If the OSFR is required to be contacted due to the purpose of trip, then a copy of the submitted notification form must be attached to the travel voucher



Article IX, Section 6.13(b) of the GAA.

General Travel Provisions

Special Audits Conducted by the Comptroller and the State Auditor

- Expenses are reasonable and necessary
- Purpose clearly involved state business
- Expenses incurred complied with the TRA
- Travel approved for out-of-state travel
- State-business-related activities were necessary
- The travel was necessary to perform the business
- Number of individuals for the same purpose was necessary

Tex. Gov't Code Ann § 660.028

General Travel Provisions

Voucher and Documentation Requirements

If more than one employee is traveling with the same agenda, then the voucher must justify why.



Tex. Gov't Code Ann § 660.030

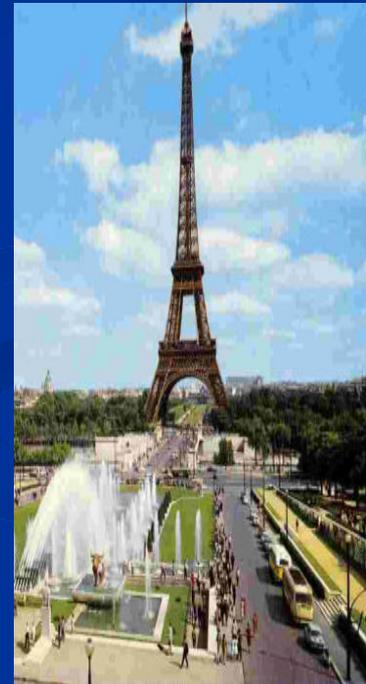
Provisions Applicable To All Types of Travel Expenses



Provisions Applicable to all Types of Travel Expenses

Prior approval for travel involving foreign country other than Canada and Mexico

- The agency's chief administrator or designee needs to provide advanced written approval
- Appropriated funds may not be used to pay expenses for foreign travel unless approved by the **board or commission** of each state agency before departure.



**Article IX, Section 5.08(i) of the General Appropriations Act
Tex. Gov't Code Ann § § 660.024, 660.003(e)(4)**

Provisions Applicable to all Types of Travel Expenses

Cancellation Charges

- a state agency may reimburse a state employee for a cancellation charge if:
 - reason related to state business
 - a natural disaster or 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.

Tex. Gov't Code Ann § 660.015(1-2)

Provisions Applicable to all Types of Travel Expenses

Payments and reimbursements are contingent on incurrence of expenses.

A state agency may **NOT** pay or reimburse:

- a travel expense unless the employee has incurred the expense
- or an expense incurred by or on behalf of a private person or another state employee

Provisions Applicable to all Types of Travel Expenses

Packaged Travel Arrangements

- The supporting documentation for the payment of a package of travel must be separately stated
- A meal or lodging expense packaged as part of a registration fee, is considered a part of the fee.

Provisions Applicable to all Types of Travel Expenses

Packaged Travel Arrangements

**For
Example**

Provisions Applicable to all Types of Travel Expenses

Packaged Travel Arrangements

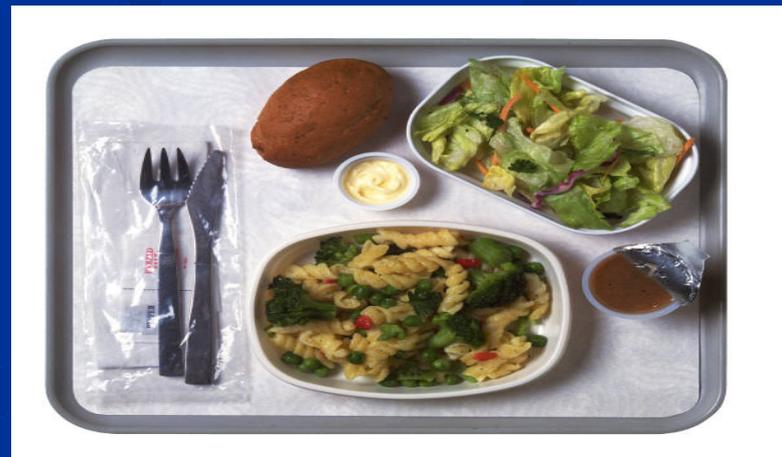
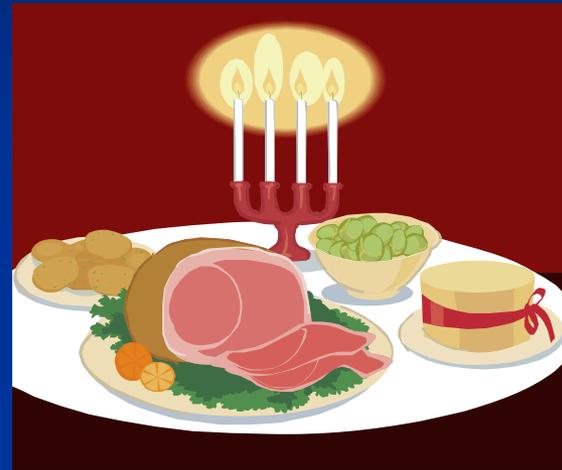


Provisions Applicable to all Types of Travel Expenses

Spending the weekend away from HQs

- Returning to designated HQs
- Remaining at a duty point during the weekend

Meals and Lodging Expenses



Meals and Lodging Expenses

Prohibited Reimbursements

- Meal expenses incurred within a designated headquarters are not reimbursable, **unless** the expenses are mandatory and connected with training, a seminar, or a conference.

Meals and Lodging Expenses

Prohibited Reimbursements

- May not reimburse for a lodging expense incurred at a place that is not a commercial lodging establishment.
- Alcoholic beverages are not reimbursable, unless it is purchased for evidence by a peace officer.

Tex. Gov't Code Ann § 660.113(a)(e)

Meals and Lodging Expenses

Overnight Travel Within Texas

These reimbursements are based on actual expenses incurred, not to exceed the maximum amounts. Meals; **\$36** per day & Lodging; **\$85** per day.



**Article IX, Section 5.06(a) of the General Appropriations Act
Tex. Gov't Code Ann § 660.111**

Meals and Lodging Expenses

Non-overnight Travel Within Texas

Based on actual meal expenses incurred, non-overnight meals are limited to **\$36**. “Six hour” rule applies



**Article IX, Section 5.06(b)(e) of the General Appropriations Act
Tex. Gov't Code Ann § 660.113(b)**

Meals and Lodging Expenses

Non-overnight Travel Rule

Be aware: A non-overnight meal expense (whether in or outside of Texas) is not reimbursable if the chief administrator of the agency making the reimbursement does not authorize it.



Authorization may be done on a case-by-case or blanket basis.

Tex. Gov't Code Ann § 660.113(d)

Meals and Lodging Expenses

Outside Texas – But Within The Conterminous US

Out-of-state rates are listed in the Domestic Maximum Per Diem Rates on the GSA website. The information is linked to from



If a city/county is not listed in the GSA, then the closest city is used to determine the applicable rate.

Meals and Lodging Expenses Outside Texas – But Within The Conterminous US

An employee can decrease the meal rate and subsequently increase the lodging rate (by the same amount) to increase the maximum lodging rate.

However, the lodging rate cannot be reduced to increase the meal rate. . .

FOR EXAMPLE . . .

Meals and Lodging Expenses

Increasing Lodging Rate by Reducing Meal Rate Example

Los Angeles, CA:

Meal Rate: \$64

Lodging Rate: \$110

Hotel Rate per night: \$140

New Hotel Rate: \$140

New Meal Rate: \$34

\$140 (actual hotel rate)
-\$110 (lodging rate allowed)
\$30 (difference)

\$64 (actual meal rate)
-\$30 (reduced meal rate)
\$34 (meal rate left)

Meals and Lodging Expenses

Outside Texas – But Within The Conterminous US

Higher lodging rate request – The agency head, or their designee, may determine that local conditions necessitate a change in the lodging rate for a particular location

Article IX, Section 5.06(c) of the General Appropriations Act

Meals and Lodging Expenses

Travel To US Possessions, Alaska, Hawaii, Canada Or Mexico

Meal and lodging expenses = actual expenses incurred.

Prior approval is not required by chief administrator or designee.

The exchange rate used for the conversion of foreign currency must be included in the supporting documentation.

**Article IX, Section 5.06(b) of the General Appropriations Act
Tex. Gov't Code Ann § 660.111**

Meals and Lodging Expenses

Sharing Lodging and Receipt Requirements

Each employee must claim their share of the lodging expense. If the name on the lodging receipt is different, then the employee must provide proof that the expense was incurred. The proof may be in the form of:

- a credit card slip,
- a credit card billing,
- a canceled check, or
- a receipt from the individual



Tex. Gov't Code Ann § 660.115(a)

Meals and Lodging Expenses

Sharing Lodging and Receipt Requirements

- A lodging receipt issued by a commercial lodging establishment or its central reservations office is acceptable if the establishment provided the lodging.
- A lodging receipt issued by a travel agency is acceptable.
- A lodging receipt issued by a broker is acceptable.

Tex. Gov't Code Ann § 660.115(a)

Meals and Lodging Expenses

Sharing Lodging and Receipt Requirements

Lodging receipts must be original and complete. The receipt must include:

- the name and address of the establishment,
- the name of the employee,
- the single room rate, and
- a daily itemization of the lodging charges

Exception: additional information added to the receipt is considered acceptable if it does not conflict with the original information on the receipt.

Tex. Gov't Code Ann § 660.115(a)

Meals and Lodging Expenses

Hotel Occupancy Taxes

Hotel taxes for state employees are reimbursed as an incidental expense.

**Tex. Tax Code Ann § § § § 156.103(c) , 156.154(a)(b),
351.006(d)(e), 352.007(d)(e),
Tex. Gov't Code Ann § 660.116(a)**

Meals and Lodging Expenses

Exception for Traveling With Legislators or Certain Officials

A legislator or certain officials may:

- authorize one or more employee to travel with them.
- receives actual expenses for meals and lodging.
- limited up to twice the maximum rate of what state employees receive.

An authorization document from the chief administrator must be written before travel occurs and indicate the approximate cost of travel.

**Article IX, Section 5.07 of the General Appropriations Act
Tex. Gov't Code Ann § § 660.206(b), 660.208**

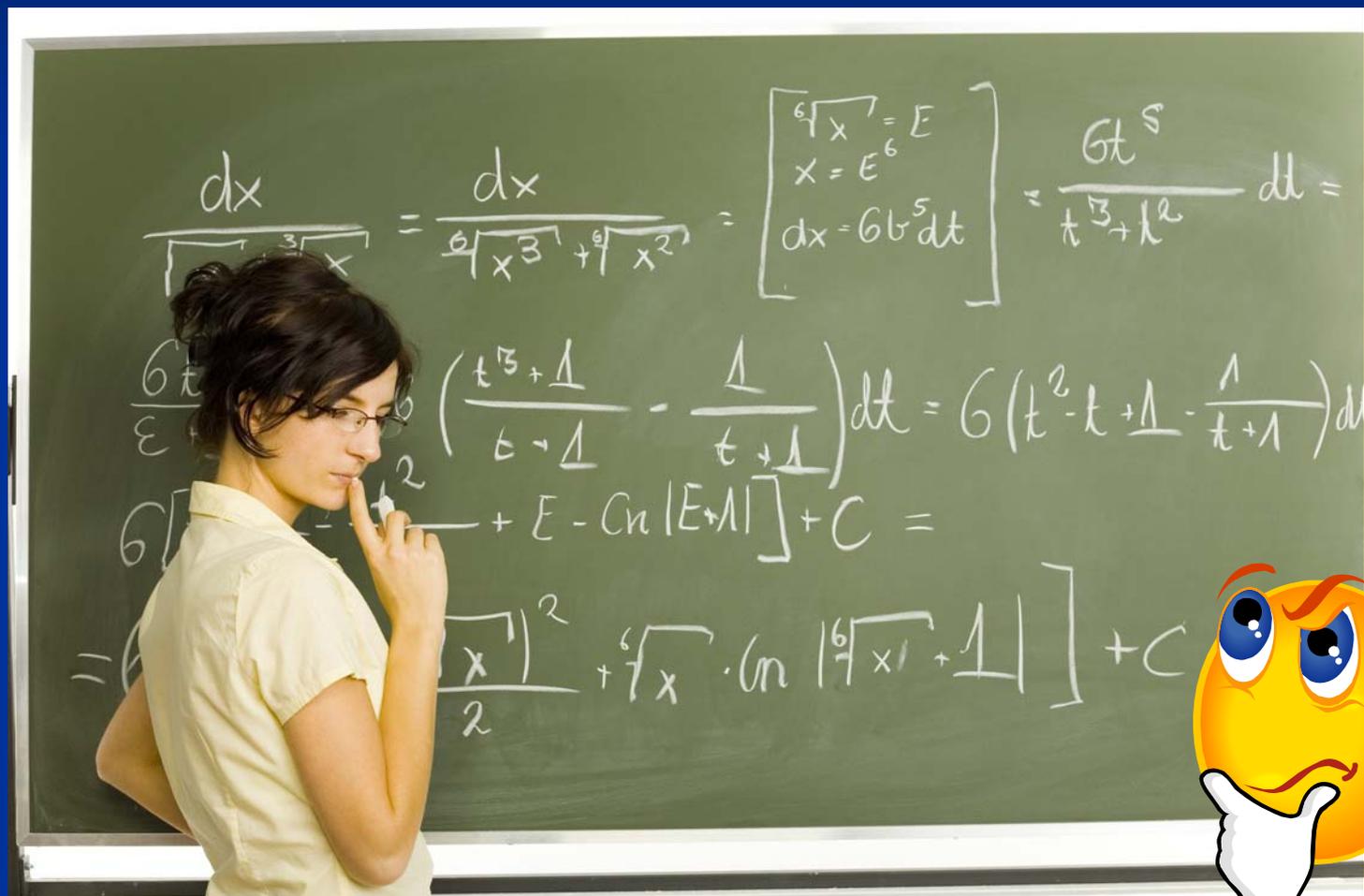
Textravel Review Questions

Are legislators and heads of agency reimbursed at the same rate as state employees? Where is this information in Textravel?

Are Hotel Occupancy Taxes considered Incidental Expenses or part of the Lodging rate? Where in Textravel is this information?



REVIEW EXERCISE



Mileage, Parking, and Tolls



Mileage, Parking, and Tolls

Reimbursements for Mileage, Parking, and Tolls

With the exception of tolls and parking expenses, only mileage may be reimbursed on a personally owned or leased motor vehicle.

The amount of mileage reimbursement may not exceed:

- the number of miles traveled; and
- the applicable mileage rate



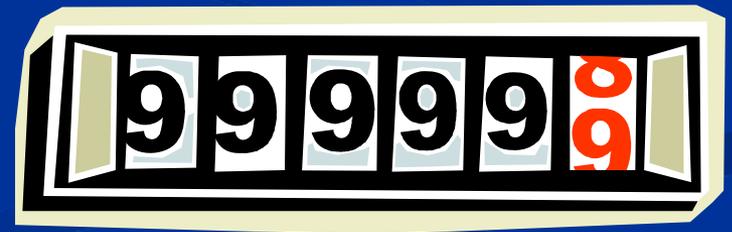
Tex. Gov't Code Ann § § 660.041(a)(b), 660.042

Mileage, Parking, and Tolls

Reimbursements for Mileage, Parking, and Tolls

Two Methods to Calculate Mileage:

- Texas Mileage Guide
- Point to Point

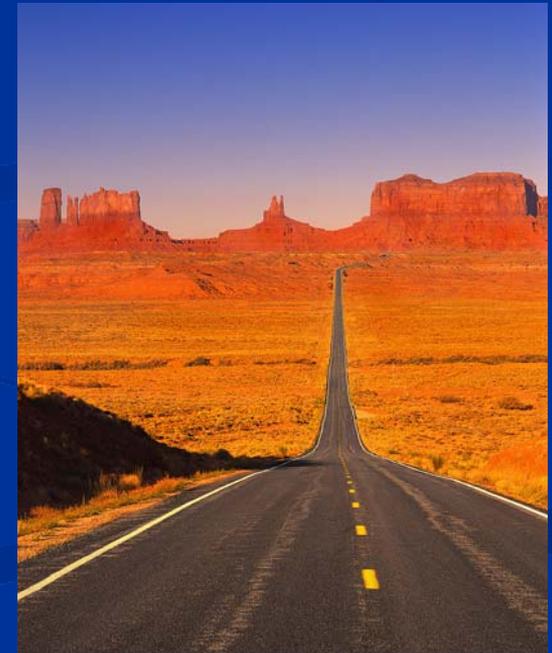


Tex. Gov't Code Ann § 660.043(a)(b)(1-3)(c)

Mileage, Parking, and Tolls

Reimbursements for Mileage, Parking, and Tolls

- Mileage for being lost or receiving inaccurate directions is not reimbursable.
- The chief administrator or designee's statement is required if a longer route is more cost-effective.



Tex. Gov't Code Ann § 660.043(b)(1)

Mileage, Parking, and Tolls

Coordination of travel (four-per-car rule)

Coordination must occur when two or more employees are:

- employed by the same state agency; and
- traveling on the same dates with the same itinerary to conduct the same official state business, and
- traveling in a personally owned or leased motor vehicle.

Mileage to meet or pick up other employees may be reimbursable.

Tex. Gov't Code Ann § 660.044 (a-c)

Mileage, Parking, and Tolls

Travel Outside Texas

A state employee who is authorized by an agency to use a personally owned or leased motor vehicle to travel to and from a duty point outside Texas is entitled to be reimbursed by the agency for the mileage incurred.

The mileage must be equal to the actual miles incurred between the employees designated headquarters and duty point.

A state agency should consider conservation of state funds when deciding to authorize the employee to travel outside of Texas. See Tex Gov't Code § 660.007.

Tex. Gov't Code Ann § 660.041(a), 660.042

Mileage, Parking, and Tolls

Mileage Incurred While Obtaining Meals

- Mileage while obtaining meals within a duty point is reimbursable but only if the meal expense is reimbursable.
- Mileage while obtaining meals outside a duty point is reimbursable only to the boundary of the duty point.



Tex. Gov't Code Ann § 660.041(c)

Mileage, Parking, and Tolls

Mileage Incurred While Obtaining Lodging

- Mileage while obtaining lodging is reimbursable when obtained within a duty point.

A state agency shall adopt a policy about the reimbursement of mileage incurred while obtaining lodging outside the duty point. This policy must be consistent with Tex Gov't Code §660.007 (Conservation of Funds).

Mileage, Parking, and Tolls

Parking

- A parking expense incurred when a state employee travels in a personally owned or leased motor vehicle, a state-owned or leased motor vehicle, or a rented motor vehicle is reimbursable.
- A parking expense incurred by an individual while dropping off or picking up a state employee at the airport is reimbursable.

Travel by Rented or Public Conveyance



Travel by Rented or Public Conveyance

Commercial Air Transportation

- Passenger receipts = original and complete.
- If receipt is unavailable and a copy is used, the supporting documentation must include:
 - the name of the employee and airline,
 - the ticket number,
 - the class of transportation,
 - the travel dates, the amount of the airfare, and
 - the origin and destination of each flight

Tex. Gov't Code Ann §§660.002 (17), 660.092(b)

Travel by Rented or Public Conveyance

Rental of Motor Vehicles

- Car rental - original and complete receipts.
- If unavailable and a copy of receipt or contract is used, the supporting documentation must include:
 - the starting and ending dates of the rental,
 - the name of the motor vehicle rental company,
 - the name of the renter, and
 - an itemization of the expenses incurred

Tex. Gov't Code Ann §§660.002 (17), 660.092(b)

Travel by Rented or Public Conveyance

Rental of Motor Vehicles

- If the individual listed on the receipt is different from the employee named on the voucher, then the supporting documentation must include proof that the employee paid the expenses.
- The proof may be in the form of a:
 - credit card slip,
 - credit card billing,
 - canceled check, or
 - receipt from the individual

Tex. Gov't Code Ann §§660.002 (17), 660.092(b)

Travel by Rented or Public Conveyance

Rental of Motor Vehicles

Reimbursable costs include:

- Applicable taxes and similar mandatory charges,
- A charge for an additional driver only if the charge is incurred for an official business reason,
- A charge for a collision damage waiver or a loss damage waiver unless the waiver is included in the contracted rate for the rental.

Travel by Rented or Public Conveyance

Rental of Motor Vehicles

- Non-reimbursable costs include a charge for a liability insurance supplement, personal accident insurance, safe trip insurance, or personal effects insurance.
- If a charge is incurred for the purchase of liability insurance then this is considered a supplement.

Travel by Rented or Public Conveyance

Travel by mass transit, taxi, or limousine

- When sharing a taxi or limousine, only the employee who paid for the taxi may be reimbursed. If the other employees are imposed a charge, then they can be reimbursed for their portion.
- When public transportation is used to travel to or from the employee's residence, the employee's place of employment or duty point or an airport, then Section 4.06 must be used.
- When using public transportation to obtain a meal, the reimbursement is limited to the boundary of the employee's duty point.

Tex. Gov't Code Ann §§§660.091, 660.092(f), 660.094

Travel by Rented or Public Conveyance

Direct payment of transportation expenses

- Direct payment to a transportation company may be done before travel occurs if company offers lower rates and requires advance payment.
- However, reimbursement may not cross fiscal years.
- Don't forget to use STMP's contracts.

Textravel Review Questions

**If more than one employee is traveling and they all of the same agenda, do they have to coordinate travel?
Does Textravel Address this? If so, where is it found?**

Does Textravel list the documentation required when renting a motor vehicle? If so, where?



Transportation by Private Aircraft



Transportation by Private Aircraft

Rental or Lease of an Aircraft

A state agency may use appropriated funds to reimburse an employee for the actual cost of renting or leasing an aircraft only if the State Aircraft Pooling Board has determined that no state-owned aircraft are available.

Reimbursement rates

Key Officials	\$1.07/mile
State Employees	Single Engine \$0.40/mile
	Twin Engine \$0.50/mile

Tex. Gov't Code Ann §2205.035(e)-(f)

Special Provisions



Special Provisions

Board Members

- Complex legal issues must be resolved when determining the circumstances under which a board member is entitled to receive reimbursement for travel.
- The manner and amount of reimbursement for the travel and other expenses incurred by a member of an advisory board may be prescribed only by: the GAA; or budget execution process.

Tex. Gov't Code Ann §2110.004 (a)(1)-(2)

Special Provisions

State Employees with Disabilities

- Instead of paying the disabled employee for an attendant's expenses, a state agency may now pay the attendant directly; or
- The attendant's transportation or lodging expenses may now be directly paid to the:
 - transportation company, or
 - lodging establishment

Tex. Gov't Code Ann §2205.035(e)-(f)

Special Provisions

Registration and Membership Fees

The supporting documentation for a state agency's reimbursement of a state employee for a registration fee for a seminar or conference must include proof of payment of the fee.

Tex. Gov't Code Ann §§656.041-656.049

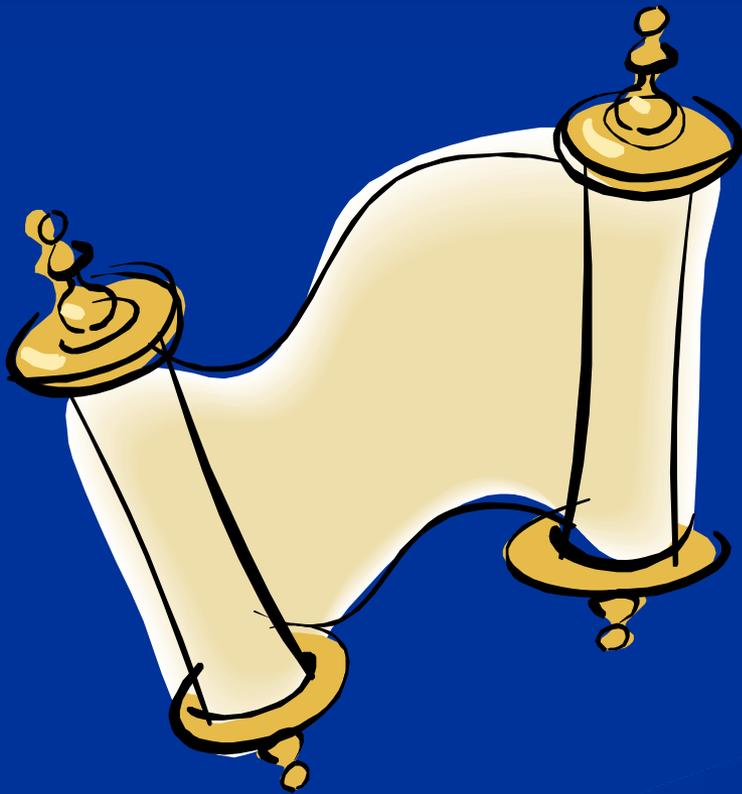
Special Provisions

Prospective State Employees

- A state agency may directly pay a vendor for a travel expense when a prospective employee visits an agency for an interview.
- A prospective employee may be reimbursed a travel expense at the same rate as the individual in the position for which they applied.
- A prospective state employee **may not** be issued a travel advance.
- A prospective state employee is not exempt from hotel occupancy taxes. The taxes may be paid as an incidental expense.

Tex. Gov't Code Ann §§660.006(a)-(b), 403.248(b)(2)

Voucher and Documentation Requirements



Voucher and Documentation Requirements

Reimbursements to One Individual

- The Travel Voucher can now be faxed or scanned and e-mailed. The signature does not need to be original.
- Changed information needs to be authorized by the individual who signed the travel voucher/form.

Tex. Gov't Code Ann §§660.006(b), 660.027(b)(2)

Voucher and Documentation Requirements

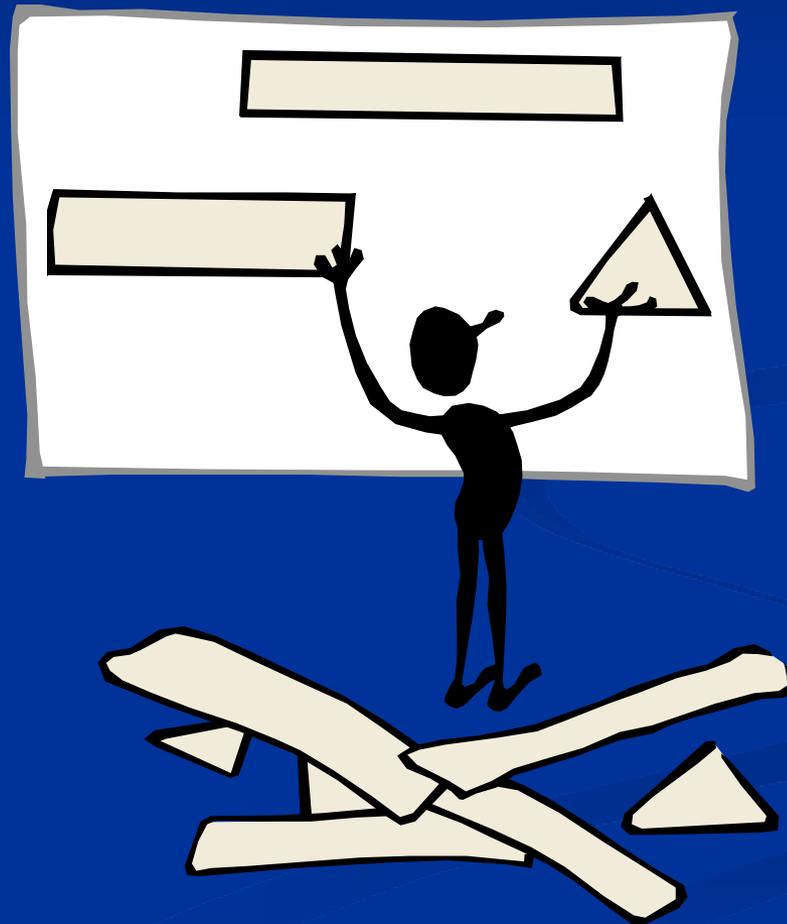
Direct Payments

Direct payments are used to directly pay:

- transportation company;
- commercial lodging establishment;
- credit card issuer;
- travel agency;
- attendant of a disabled employee; and
- travel advance or local fund

Tex. Gov't Code Ann §2103.004(a)(2)

Miscellaneous Information



Major Changes from the Previous Guide

USAS Forms Approval

- Any form changes to USAS documents (including the travel voucher) need to be approved for use through Information Support Section, Dolores Reyna 512/936-6044.
- Includes changes to electronic format for signature or voucher.



Where to Get More Information



Window on State Government

Susan Combs Texas Comptroller of Public Accounts



Statewise



For the Texas state government financial professional from Susan Combs, Texas Comptroller of Public Accounts

Remember

- Always check your voucher requirements.
- Make sure receipts are original and complete if possible.
- Make sure employees provide sufficient detail to justify the travel. Especially multiple employee travel.
- Call your Expenditure Assistance contact person prior to incurring expenses if you have questions.

Thank You!

Expenditure Assistance

512/475-0966

Expenditure.Assistance@cpa.state.tx.us