



TRAVEL WORKSHOP





Class Objectives

- Learn the rules and regulations of state travel and travel reimbursements.
- Discuss the updates to the State of Texas travel rules and regulations.
- Learn to navigate and use Textravel





Agenda

- **General Travel Provisions**
- **Provisions Applicable to All Types of Travel Expenses**
- **Meal and Lodging Expenses**
- **Mileage, Parking and Tolls**
- **Travel by Rented or Public Conveyance**
- **Special Provisions**
- **Resources**



Where do the rules come from

- ✿ **Travel Regulations Act**
- ✿ **General Appropriations Act**
- ✿ **State Travel Management Program (STMP)**
- ✿ **Textravel**
- ✿ **Your Agency**



Travel Regulations Act

Government Code - Chapter 660

- Applicability
- Basic Authority for Travel Rules



General Appropriations Act

Article IX, Part 5, Travel Regulations

- Meals and Lodging Expenses for State of Texas employees
- Travel for Board, Commission, or Advisory Committee Members



EXERCISE #1





State Travel Management Program

- Current web site location;
<http://www.window.state.tx.us/procurement>
- Contract Services for
 - Lodging
 - Airfare
 - Rental Cars
 - Charge Card
 - Travel Agent Services



State Travel Management Program

- Utilize appropriate exceptions to the use of Contract Travel Services. (T.A.C. §20.303). [See handout](#)
- State the alpha character as well the corresponding title of the exception.
- Make sure the exception corresponds to the specific travel event it relates to.



State of Texas Travel Allowance Guide

The Texas Travel Allowance Guide has been superseded and has been replaced by

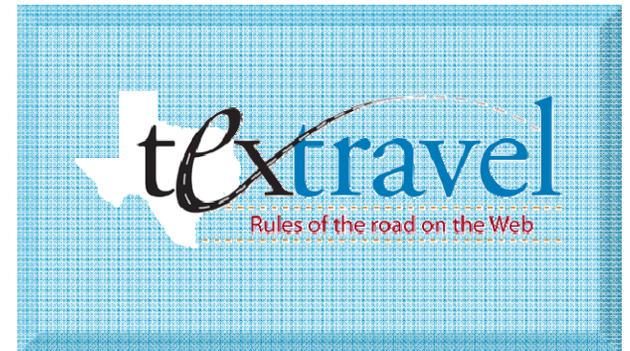




Textravel Review Questions

On What website is Textravel Located?

Does Textravel link to the Government Code, GAA or STMP?



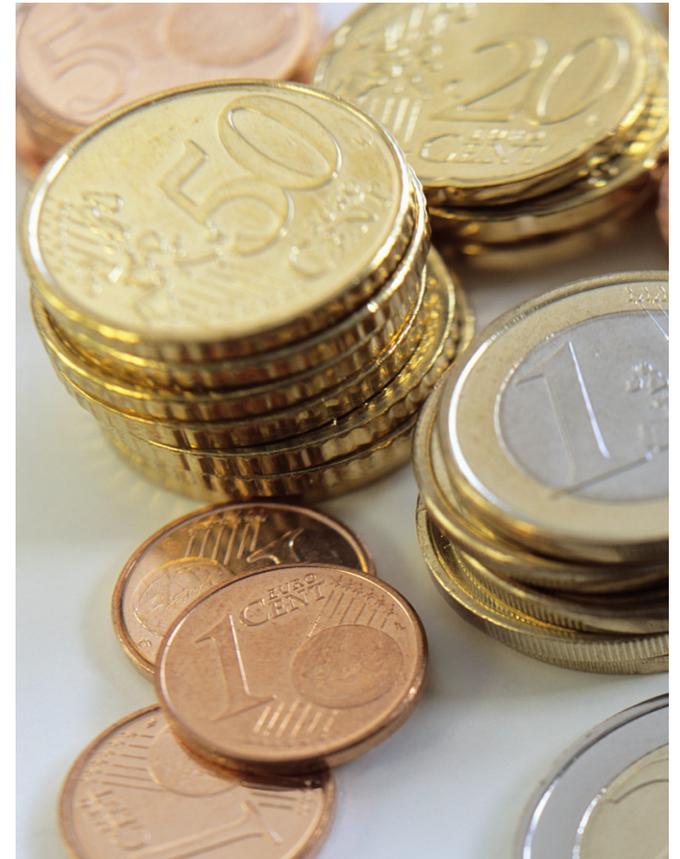
General Travel Provisions





Conservation of Funds

All travel arrangements need to be the most cost effective to the state.





Conservation of Funds



Whenever possible, technologies should be used in place of travel.



What is Official State Business?

IT IS BUSINESS. . .

- that clearly involves state interests

&

- that is consistent with your agency's legal authority.



What is Official State Business?



Meat Inspector
for TDH



Veterinarian
Conference

Would it serve a proper public purpose for TDH to send a meat inspector to a Veterinarian conference?



Official State Business

What is required to prove that Official State Business took place?

1. The Travel Voucher must show the nature of the travel.
2. Other Supporting documentation
3. Abbreviations and acronyms defined



Exceptions to Official State Business

Summary of Reasons:

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



Exceptions to Official State Business

REMEMBER!

It is ultimately your agency's choice whether or not to reimburse for any of these reasons.

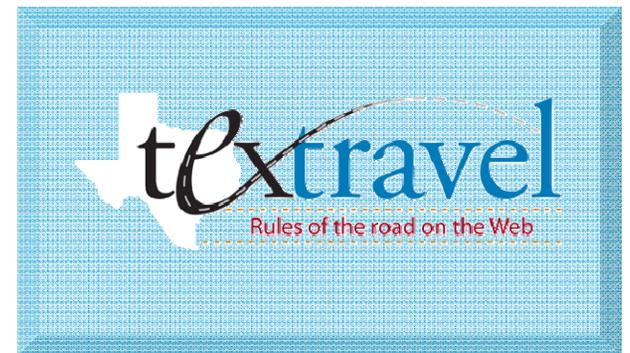


Textravel Review Questions

Where is Conservation of Funds in Textravel?

Where is it in the Government Code?

Where are the Exceptions to Official State Business located?





EXERCISE #2



Provisions Applicable to All Types of Travel Expenses





Foreign Travel Approval

A State Traveler needs prior approval by either:

- a. Agency's Chief Administrator
- b. The Chief Administrator's designee

for travel involving foreign country other than Canada and Mexico.



Non-Employee Incurrence of Expenses

A state agency cannot reimburse an expense incurred by anyone other than the employee unless:



Non-Employee Incurrence of Expenses

- The individual is in the custody or care of the state.
- The individual is an attendant for an employee with a disability.



Reimbursed for Discounts

The state will not reimburse an employee for the value of a coupon or discount used.

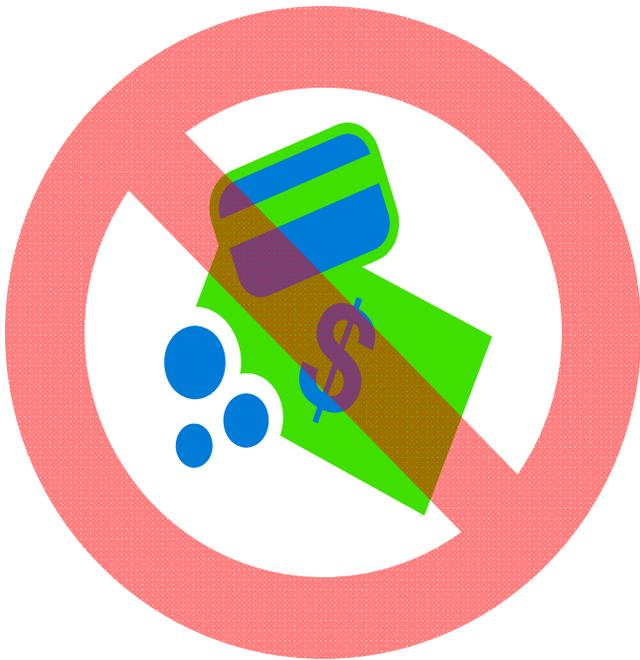


Provisions Applicable to All Types of
Travel Expenses



Reimbursed for Discounts

EXAMPLE



No money paid



No reimbursement

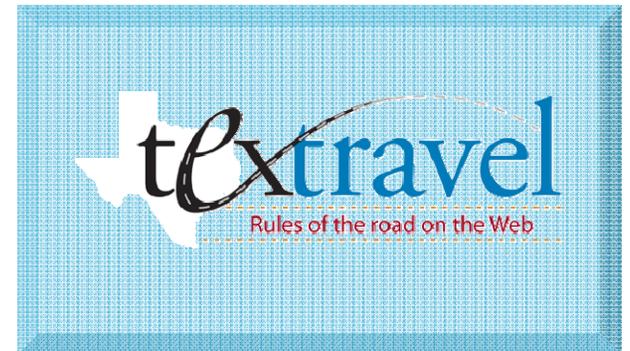
Provisions Applicable to All Types of
Travel Expenses



Textravel Review Questions

Can the state pay you the value of a discount or coupon used?

Find the information in Textravel and provide the name of the state employee in the example.



Meal and Lodging Expenses





Reimbursement Rates

In State Rates:

- Meal reimbursement rate is up to **\$36** per day.
- Lodging reimbursement rate is up to **\$85** per night.

Key Words are???

UP TO

Meal & Lodging Expenses



Non-Overnight Travel

Meals are reimbursable for non-overnight travel only

1. The chief administrator of the state agency authorizes it

UNLESS...

and

2. The employee is outside their designated headquarters for at least six hours.

Meal & Lodging Expenses



Non-Overnight Travel

1. The expense **IS** mandatory

AND

2. The expense **IS** incurred because of a training, seminar, or conference



Overnight Out-of-State Travel

Reimbursement rates for Out-of-State Travel is determined by where the travel is going. If the traveler goes:

Place	How Determined
The conterminous U.S.	GSA Website for Federal Rates
US Possessions, Mexico, Canada, Alaska, or Hawaii	Actual Expenses
Foreign countries	Actual Expenses



Meal & Lodging Expenses



Overnight Out-of-State Travel

Changing the Lodging Rate:

Two Methods:

- The agency head may modify the lodging rate if needed. **However, this must be done prior to travel!**
- A state employee may increase the lodging rate by decreasing the meal rate then adding that reduction to the lodging rate.



Overnight Out-of-State Travel

**Changes MUST be documented
on the voucher.**



Receipt Requirements

Lodging receipts issued by:

- Commercial Lodging Establishments (including central reservations offices)
- Travel Agencies
- Brokers

All satisfy supporting documentation requirements.



Receipt Requirements

These items must be included on the lodging receipt:

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



Multiple Employee Travel

Supporting documentation must provide justification to demonstrate that the number of individuals traveling was necessary to get the job done.



Packaged Travel Arrangements

Voucher must separately state the cost of each type of travel.



Discussion Question

When two people travel together and one person pays for both hotel rooms. Can both employees be reimbursed?

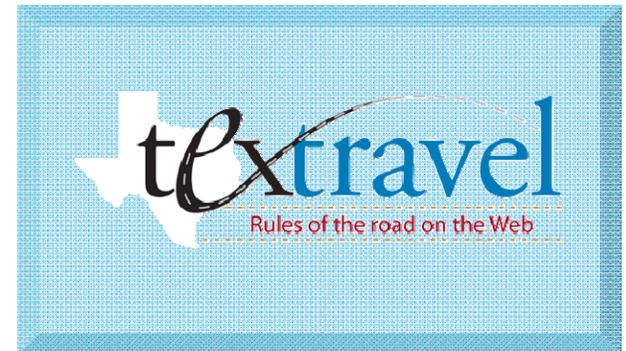


Textravel Review Questions

Meal reimbursement information is linked to in Textravel from the following tabs:?

- Meals and Lodging
- Non-Overnight
- Overnight
- It is not addressed

Can meal information be found in Textravel any other way?



Mileage, Parking and Tolls





General Provisions

Mileage reimbursement to a state employee is inclusive of **ALL** expenses associated with the employee's operation of a POV.

Except for:

- A. **Tolls**
- B. **Parking**



General Provisions

The Mileage rate is:

\$0.55/mile

as of January 1, 2009



General Provisions

Historical Travel Reimbursement Rates

On



Mileage, Parking and Tolls



Mileage Calculation

Two ways to calculate mileage:

-Point to Point

-Mileage Guide



Mileage Calculation Example

From Austin to Dallas = 194.1 miles.

Mileage Guide

From the Southcliff Bldg., 2015 south IH-35, to Davila's Savings and Loan, 30015 north loop 635 = 215 miles.

Point to Point



Mileage Incurred Outside Texas

Mileage incurred outside of Texas is reimbursable at the same rate as mileage incurred within Texas.

TRUE

FALSE



Mileage Incurred Outside Texas

Though mileage is the same rate no matter where the traveler goes, the state agency needs to consider its duty to conserve funds (Tex Gov't Code § 660.007).

For example:

Agencies need to be aware of the cost difference between flying and mileage. In many instances flying is less expensive.



Mileage to Place of Employment

The state will **NOT** pay mileage for you to go to work.

UNLESS...

Mileage, Parking and Tolls



Mileage to Place of Employment

the travel is:

- necessitated by extraordinary circumstances.

AND

- occurs outside the hours the employee is working.



EXERCISE #3



Travel by Rented or Public Conveyance





Commercial Air Transportation

Passenger receipts, original and complete, must contain the following information:

- 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

Travel by rented or public conveyance



Contract Airline Fares

Fare basis codes:

- **_CATX** = a market that is capacity-controlled by the airline with a limited number of seat available at the contract rate.
- **YCATX** = last seat availability.



Rental of Motor Vehicles

An agency can either pay the vender directly (direct bill), or reimburse the state employee.



Rental of Motor Vehicles

Additional insurance purchased is considered a supplement and is not reimbursable. . .

WHY??

Travel by rented or public conveyance



Rental of Motor Vehicles

- Original and complete receipts.
- Must include:
 - the name of the renter and rental company,
 - the starting and ending date, and
 - an itemization of the expenses



Travel by Taxi

- If a taxi is shared by two or more state employees, only the employee who paid for the taxi may be reimbursed.
- The other employee's may be reimbursed only for charges imposed on an individual-by-individual basis.

Special Provisions





Legislators Reimbursement

- In State - up to twice the amount of state employees.
- Out of State – Two possible methods:
 - 1) the maximum out-of-state meals and lodging rate under rules issued by the comptroller based on federal travel regulations for the location at which the expenses are incurred
 - 2) the actual expenses

The resolution may adopt either of these methods.



Board Members Reimbursement

Same as state employees unless otherwise stated in:

- The statute that created the agency; or
- The GAA



Incidental Expenses

Expenses incurred for an **official business reason** are reimbursable.



Official Business Reason

A mandated business charge incurred as a direct result of conducting state business.



Incidental Expense Examples

Reimbursable:

- Official State Telephone calls
- Mandated Service Fees
- Hotel Occupancy Taxes



Incidental Expense Examples

Non-Reimbursable

- Kennel Expenses
- Tips
- Excess Personal Luggage Charges



USAS Forms Approval

Agencies may create internal travel vouchers. If this is done, it must be approved by Dolores Reyna (Comptroller's Office)

E-Mail:

Dolores.Reyna@cpa.state.tx.us

Phone: 512/936-6044

Resources





Electronic Resources



Window on State Government

Susan Combs Texas Comptroller of Public Accounts

FMXtra



Statewise



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



Personal

- Expenditure Assistance Section
 - Phone: 512-475-0966
 - Facsimile: 512-475-0588
 - E-Mail:
expenditure.assistance@cpa.state.tx.us

CONTACTS on FMX



Agenda Review

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