




# PRAIRIE VIEW A&M UNIVERSITY

A Member of the Texas A&M University System

September 2, 2020

OFFICE OF BUSINESS AFFAIRS MEMORANDUM No. FY21-10  
Distributed via Campus Email

TO: Faculty & Staff

FROM: Cynthia Carter-Horn   
Senior Vice President for Business Affairs

RE: Travel Updates

Welcome to the 2021 Fiscal Year! As we continuously work to demonstrate fiscal responsibility and empower our faculty and staff through education and awareness of best practices in travel and expense services, you will find us communicating often.

This notice is to make you aware of several policy revisions and reminders, as we embark on our new fiscal year of business travel and purchases on behalf of the university. The Travel Procedures Guide is available on the web at [www.pvamu.edu/pdsv/travel/](http://www.pvamu.edu/pdsv/travel/). All updates, changes, and services become effective on September 1, 2020.

Recognizing the critical changes to travel practices due to the current pandemic and the need to keep our university travelers safe and informed, the Travel Procedures Guide outlines allowable expenses as it relates to business travel, as well as processes related to the approval of travel requests, flights and expense reports. Due to constant changes in the travel environment and the need to continue doing the business of the university, there are several critical highlights to bring to your attention.

Below are highlights of significant updates:

- Travel restrictions related to foreign and domestic travel are aligned with The Texas A&M University System as it pertains to students, faculty, and staff. The current mandate is in effect until further notice.
  - All travel outside the United States is suspended.
  - All domestic travel requests must have the approval of the department head or vice president.
  - Any mission-critical or health-critical exceptions to travel must be approved in advance by the department head or vice president.
- Travel expenses that were caused due to COVID-19 must be marked C19 in the FAMIS Ref A field and a comment should be included on the expense report.
- **Travel requests are required at a minimum of 15 days before the start of travel** for University faculty, staff, students, and guests regardless of anticipated expenses to the University.

- **Flight arrangements are to be booked through Concur after the applicable travel request is approved.** Flights submitted in the absence of an approved travel request may be delayed and/or rejected.
- The **Higher Lodging Form is required** for lodging over the General Service Administration (GSA) rate when travel is **supported with state funding (1xxxxx accounts)**.
- **Itemized lodging receipts are required** for all lodging expenses with State occupancy removed when lodging is in the State of Texas.
- Meal reimbursements are for the **actual amount of the meal expense** and are limited to the allowable rate for the location of travel per GSA guidelines, with exception of the first and last day of travel being limited to 75% of the posted rates.
- The **GSA Rate for meals is required** on the expense report header. GSA rates are available on the web at <https://www.gsa.gov/travel-resources>.
- **Itemized meal receipts are required for all meals over \$10** regardless of payment type (travel card or out of pocket) or funding source.
- **Travel expense reports are to be submitted within 15 days after the travel has ended.** Outstanding expenses over 30 days will result in the suspension of spending privileges.
- **Out-of-pocket expenses** that are **not sufficiently documented and reconciled within 90-days are subject to the provisions of IRS Safe Harbor Rules** and will be considered as taxable income. **Taxes applicable to the reimbursement will be reduced from the 1<sup>st</sup> payroll following the 10<sup>th</sup> of the month** after the report has been approved.
- Travel training is required for new card applicants, card renewals, and card privilege reinstatement after suspension.

The Disbursement Card Services team is available to provide one-to-one assistance by the following schedule:

- Monthly Cardholder Training, 2<sup>nd</sup> Wednesday, Zoom classroom, 10 am-12 pm.
- One-to-One sessions by appointments only: Zoom or Teams virtual meeting.
- At-Your-Service (AYS) sessions to be announced throughout the year.
- Disbursement Services business process update sessions to be scheduled periodically throughout the year.

To register for any of the listed sessions, please send an email request to [travel@pvamu.edu](mailto:travel@pvamu.edu) indicating the session and date you would like to attend.

The Travel and Expense Service Team is responsible for overseeing University business travel operations to ensure compliance with all Federal, State, and System regulations and policies. We look forward to supporting your travel needs as you implement these procedures in your travel and expense reporting.

If you have questions, please feel free to contact the Travel Office by phone at 936-261-1736 or by email at [travel@pvamu.edu](mailto:travel@pvamu.edu).

xc: Marie Johnson  
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