



# PRAIRIE VIEW A&M UNIVERSITY

A Member of the Texas A&M University System

July 15, 2014

OFFICE OF BUSINESS AFFAIRS MEMORANDUM No. FY14-74  
Distributed via Campus Email

TO: Faculty & Staff

FROM: Corey Bradford   
Senior Vice President for Business Affairs

RE: **Travel Services - Safe Harbor Rule**

On September 1, 2014, the implementation of the **Safe Harbor Rule** will take effect within The Texas A&M University System. All System parts will be required to adhere to this new rule.

**What is Safe Harbor?** If a traveler does not substantiate their travel by submitting a travel voucher within 90 days, the reimbursements will be treated as **taxable** to the employee. Any travel cards with unassigned transactions greater than 90 days from the post date, or assigned transactions not submitted within 90 days of the travel end date will be suspended until those transactions greater than 90 days are submitted and approved.

**What should I do now?** Submit any outstanding travel reimbursements. Ensure that all travel reimbursement requests are submitted timely. PVAMU Administrative Procedures state: "within fifteen (15) business days after a trip or fifteen (15) days after month end, employees should submit their travel reimbursement requests through Concur with all required documentation.

The Travel Office will coordinate the travel reimbursement process to ensure that travel reimbursements are processed within five (5) working days. However, the expense report must be fully approved and error free prior to processing.

If your department would like to schedule a travel training session, please contact the Travel Office via email at [travel@pvamu.edu](mailto:travel@pvamu.edu) or 936-261-1736.

xc: President Wright  
Ms. Patricia Baughman  
Ms. Juliette Spivey