September 23, 2014

OFFICE OF BUSINESS AFFAIRS MEMORANDUM No. FY15-11
Distributed via Campus Email

To: Faculty and Staff
From: Corey S. Bradford
Senior Vice President for Business Affairs
Re: Travel - Meal and 90 Day Reimbursement Changes

This correspondence is being distributed to communicate our new “Meal and 90 Day Reimbursement” Policies. Effective 10/1/2014 we will have new travel policies that are consistent with other A&M Schools, these policies will be reflective in Concur. The new meal policy will allow reimbursements of actuals up to the General Services Administration (GSA) rate without receipts. The new meal reimbursement rate policy is effective, October 1, 2014, and will apply to trips with a start day of 10/1/2014 or after. The 90 day (Safe Harbor) report submission policy will be effective for all expense reports submitted on or after 9/1/2014. Attached is a document illustrating how to enter the new GSA rate information into Concur.

Please be reminded that receipts or substantiation are required if the daily meal expenses “exceed” the GSA rate. Substantiation can be either the receipt or if the travel card was used, your statement will suffice. As a point of notification, the State does not require receipts but, your University department can require receipts. Also, State funds policy will remain the same for GSA rates. The State Department’s rates will be used for foreign travel.

Additionally, the Internal Revenue Service (IRS) audits are focusing more on employee reimbursements. In response to this changing audit environment, the TAMUS’s outside tax attorney has recommended that Members change current practices to ensure compliance with IRS publications 463, 535 and 15-B. Fiscal responsibility still applies.

If you have any questions or need assistance, please feel free to contact the Travel Office staff at extension 1974 or email at travel@pvamu.edu.

xc: Ms. Patricia Baughman
Travel Services
Entering GSA Meal Allowance Information in Concur

1. A new field has been created on the expense report header called “GSA RATES”
   a. This field will be visible beginning on 9/1

2. The expense report creator will click on this field name and the GSA per diem site will load in a new window.

3. The report creator will find the appropriate rate on the GSA website and enter the rate in the new field

4. As meal expenses are added to the report, Concur will calculate the daily meal total.
   a. When the meal total exceeds the rate entered, an exception will be displayed reminding the user that receipts are required for all meals for that specific day, or the overage needs to be itemized and marked personal.