



PRAIRIE VIEW A&M UNIVERSITY

A Member of the Texas A&M University System

August 29, 2019

OFFICE OF BUSINESS AFFAIRS MEMORANDUM No. FY19
Distributed via Campus Email

TO: Faculty & Staff

FROM: Corey S. Bradford
Senior V.P. for Business Affairs

RE: Travel Updates

Welcome to the 2020 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 more often.

This notice to bring 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/. All updates, changes and services become effective September 1, 2019.

Recognizing the need for a procedures document that clearly outlines allowable expenses as it relates to business travel, as well as processes related to the approval of travel requests, flights and expense reports, the Travel Procedures Guide has been updated. Travel procedure revisions was accomplished through collaboration with identified Concur Super-users from various departments across campus and the Travel & Expense Team.

Below are highlights of Significant updates:

- Travel requests are required for all University faculty, staff, students and guests regardless of anticipated expenses to the University and should be submitted and approved at a minimum of 15 days prior to the start of travel.
- Flight arrangements must be booked through Concur after the applicable travel request has been approved. Flights submitted in the absence of an approved travel request may be rejected.
- Lodging rates are determined based on the allowable rate for the location of travel in accordance with General Services Administration (GSA) guidelines. GSA rates are available on the web at <https://www.gsa.gov/travel-resources>.

- The Higher Lodging Form is no longer required for lodging in excess of the GSA rates when travel is supported with local funding. The account budget authority's approval of the travel request will serve as approval of the higher lodging rate.
 - **NOTE: The Higher Lodging Form is required for lodging in excess of the GSA rate when travel is supported with state funding (1xxxxx accounts).**
- Itemized lodging receipts are required for all lodging expenses with State Occupancy and other State Taxes removed when lodging is in the State of Texas.
- Meal reimbursements are for the actual amount of the meal expense and is limited to the allowable rate for the location of travel in accordance with GSA guidelines, with exception of the first and last day of travel being limited to 75% of the posted rates.
- **Itemized meal receipts are required for all meals in excess of \$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 in excess of 30 days will result in suspension of spending privileges.
- **Out-of-pocket expenses that are not sufficiently documented and reconciled within 90 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 1st payroll following the 10th of the month after the report has been approved.**
- Travel training is recommended for all University faculty and staff, and is required for new card applicants, card renewals, and card privilege reinstatement after suspension.

The Travel and Expense Services Team is available to provide hands-on assistance in accordance with the following schedule:

- Monthly Cardholder Training, 2nd Wednesday: Harrington Science – Room 101, 10a-12p
- Weekly Wednesday Hands-on Sessions: Harrington Science – Room 101, 1p - 3p
- Bi-weekly Thursday Sessions (1st & 3rd Thursday): Harrington Science – Room 101, 10a-12p
- Quarterly At-Your-Service (AYS) sessions will be announced throughout the year.
- Concur Approver training will be scheduled periodically throughout the year.

To register for any of the listed sessions, please send email request to travel@pvamu.edu indicating the session and date you would like to attend.

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

Please feel free to contact the Travel Office @ 936-261-1736 if you have any questions.

xc:

W. Kay Peavy
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Travel and Expense Services Team