



TEXAS A&M SYSTEM
**Sponsored Research
Services**

Travel Desk Manual

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Definitions

Accountable Plan:

Plan where the employer requires the employee to substantiate all expenses and repay any amounts received in excess of the documented expenses.

Allowable Expense:

A necessary, reasonable, and appropriate expense incurred for the primary benefit of university business and therefore permitted to be reimbursed or directly charged based on the permission of the University or by the terms of federally or privately sponsored agreements.

Business Meals:

Itemized original receipts are required. A list of attendees and a business justification must be attached. The 5 W's need to be answered – who, what, where, when, and why.

Code Sharing:

Mechanism by which a U.S. certified carrier leases space on an aircraft of a foreign air carrier.

Domestic Travel:

Travel within the 50 states and its possessions. Must be compliant with Fly America Act when using U.S. government funds.

FAMIS:

Accounting system that responds to financial regulations applicable to TAMUS. All FAMIS programs access a common database that allows many different users to view and update identical information.

Federal Travel Regulations:

Regulation contained in 41 Code of Federal Regulations (CFR) which implements statutory Requirements for travel by individuals authorized to travel at government expenses.

Fiscal Year:

A twelve month period for which budgets and external financial reporting are done. Our fiscal year (FY) is September 1 through August 31.

Fly America Act:

The U.S. act requiring that international travel is on a U.S.-flag carrier. For details about the Fly America Act, including information about allowable exceptions to this regulation, including Open Skies Agreements, see Fly America Waiver Checklist.

GSA:

General Services Administration – website used to find U.S. lodging and meal rates. www.gsa.gov.

Headquarters:

The physical, permanent work location assigned to an employee.

Incidental Expenses:

Fees and tips given to porters, baggage carriers, hotel staff and staff on ships.

International Travel:

Travel originating in the United States or its possessions to a location other than the U.S. and its possessions, and all travel originating in a location outside the U.S. and its possessions. Must be compliant with Fly America Act when using U.S. government funds unless Open Skies agreements apply.

IRS Accountable Plan:

A reimbursement method for business travel expenses that complies with IRS regulations and includes a method by which the traveler returns excess reimbursements. Under an accountable plan, travel expenses do not have to be treated as taxable income.

Itemized Original Receipt:

Original paper or electronic receipt itemizing all charges. A credit card bill is not considered an itemized original receipt.

Lodging:

A hotel, motel, inn, apartment, or similar entity that furnishes lodging to the public for pay.

OMB Circular A21:

Issued by the U.S. Office of Management and Budget, this circular provides guidance and definition of allowable direct and indirect cost for reimbursements under federal contracts and grants at universities.

Personal Motor Vehicle:

A motor vehicle that is owned or leased by the employee for personal use. Personal motor vehicles include automobiles, motorcycles, and aircraft. Mileage will be reimbursed at the current approved IRS rate.

Preapproval:

Allows you to estimate expenses and seek management approval prior to taking a trip. This ensures funds have been encumbered and trips have been approved. SRS does not require preapproval.

Prepaid Travel:

Travel expenses paid by or on behalf of a traveler prior to a trip.

Principal Investigator (PI):

The individual who is responsible for the scientific or technical direction of a project.

Sponsor:

A sponsor is a person or entity who funds the sponsored program. There are three main types of sponsors: federal agencies, other government agencies (state or local government) and private entities such as foundations, corporations or individuals

Texttravel:

State of Texas travel laws and rules applicable to state agencies and institutions of higher education.

Travel Advance:

A cash payment to a traveler prior to a trip for the purpose of covering out-of-pocket expenses.

U.S. Flag Carrier:

Commercial air carrier licensed in the United States. See list of current U.S. Flag Carriers and Open Skies Agreements.

U.S. Possessions:

American Samoa, Guam, Johnston Atoll, Midway Islands, Northern Mariana Islands, Puerto Rico, U.S. Virgin Islands, and Wake Island.

Vendor:

A supplier, subcontractor, distributor or firm who furnishes supplies or services to or for an end user.

Voucher Number:

A unique seven character number assigned to a voucher when has final approval.

Roles and Responsibilities

Travel Services will check compliance on all travel advances, expense reports and invoices in addition to auditing and paying the actual expenses. Any payment request/encumbrance to a sponsored project must be incurred within the dates of the project period and must be reasonable, allocable, and allowable. To be reasonable, allocable, and allowable the cost must be necessary; consistent with institutional policies, procedures and practice; and must benefit and advance the research work being done under the sponsored agreement.

SRS Travel Reimbursement Procedures

Effective April 1, 2013

General Policy Statement

Travel in support of a sponsored activity is essential to the successful completion of the project and in accomplishing the research mission of the Texas A&M University System (TAMUS). It is the responsibility of Sponsored Research Services (SRS) to provide flexible and expeditious advances and reimbursements to the traveler while maintaining strict adherence to any applicable state, federal or sponsor requirements. In cases when the sponsor is silent on travel requirements, SRS will apply federal travel requirements as the criteria for decision making. **However, when specific travel guidelines are included in the terms of a contract or grant, the provisions of that contract or grant will govern the reimbursement. For example, reimbursements for travel paid on state cost reimbursable contracts are often subject to the State of Texas Travel Management Program and Textravel.**

Each traveler should be familiar with this policy **prior** to travel to ensure that costs will be reimbursable. Also, the traveler should be familiar with Sponsored Research Services requirements for documentation of expenses. Lack of proper documentation may result in un-reimbursable expenses to the traveler and a delay in processing the travel expense report. It is the traveler's responsibility to report his/her actual travel expenses in accordance with System ethics regulation and in accordance with the regulations set forth in this policy. Because of the significant amount of federal funding administered by the SRS, portions of this policy and guidelines parallel those of the Federal Government.

The reimbursement policy is based on documentation of reasonable and actual expenses. Some expenses must be supported by original receipts (monthly credit card statements or credit card receipts alone are not acceptable as backup documentation). Others must be documented by the traveler and submitted as a claim for reimbursement. According to Federal guidelines, a cost is reasonable in its nature or amount, if it does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the costs. In determining the reasonableness of a given cost, consideration shall be given to:

- Whether the cost is of a type generally recognized as ordinary and necessary for the operation of the organization or the performance of the award.
- The restraints or requirements imposed by such factors as generally accepted sound business practices, arm's length bargaining, Federal and State laws and regulations, and terms and conditions of the award.
- Whether the individuals concerned acted with prudence in the circumstances, considering their responsibilities to the organization, its members, employees, and clients, the public at large, and the Federal Government.
- Significant deviations from the established practices of the organization which may unjustifiably increase the award costs.

For charges to sponsored project accounts, the traveler and either the Principal Investigator or the Principal Investigator's authorized representative will be required to certify that the travel and other expenses have been incurred in the conduct or dissemination of the sponsored projects and are properly chargeable to the sponsored research account listed.

The intent of this policy is to ensure that reimbursements comply with IRS accountable plan rules. Sponsored Research Services has elected to participate in an accountable plan in part because accountable plans eliminate the need for travelers to report reimbursements as income on their tax returns. The IRS outlines accountable plan rules as follows:

- Your expenses must have a business connection – that is, you must have paid or incurred deductible expenses while performing services as an employee of your employer.
- You must adequately account to your employer for these expenses within a reasonable period of time.
- You must return any excess reimbursement or allowance within a reasonable period of time.
 - Reasonable period of time as defined by IRS is as follows:
 - You receive an advance within 30 days of the time you have an expense
 - You adequately account for your expenses within 60 days after they were paid or incurred.
 - You return any excess reimbursement within 120 days after the expense was paid or incurred.

SRS has elected to limit to 30 days, not 120 days, for advance repayments.

Approvals

Because of the varied regulations of the different sponsoring agencies, it is not possible to detail the trips which must have prior approval of the sponsor.

If there is any doubt as to the allowability of the trip or of the need for prior approval, the Sponsored Research Services Project Administrator should be contacted. Unallowable costs may result in personal expense to the traveler and/or the Principal Investigator.

Reimbursement of Travel Expenses

Ordinary and necessary travel related expenses that are adequately substantiated and that are otherwise allowable will be reimbursed at rates provided for in this policy.

Claims for reimbursement of allowable travel expenses must be submitted to Sponsored Research Services via a travel expense report form unless your project is required to use Concur or EPIK. On SRS projects paid through Concur, the travel expenses report/claim can be directly entered into Concur. On SRS projects paid through EPIK (TEES funded), the travel requisition and travel voucher should be entered directly into EPIK. Travelers will submit one travel reimbursement per trip for the same business purpose, except when mileage is submitted on a monthly basis. The travel period cannot exceed a 30 day period. The following entities in the A&M System require SRS to process travel through Concur:

The Texas A&M University System
Texas A&M University
Texas A&M University at Galveston
Texas A&M University-Corpus Christi
Prairie View A&M University
Tarleton State University
Texas A&M University-Kingsville
Texas A&M University-Commerce
Texas A&M University-Texarkana
Texas A&M AgriLife Research
Texas A&M AgriLife Extension
Texas A&M Veterinary Medical Diagnostic Laboratory
Texas A&M Engineering Extension Service

However, when using Concur as the mechanism for routing, travel on SRS projects will be subject to SRS travel reimbursement policy and should not be subjected to additional departmental policies regarding meal/taxi receipts, etc. Substantiation of claims **should** be submitted within sixty (60) days of trip completion **in order to ensure that the sponsor will reimburse charges.** The travel expense report must include required supporting documentation as noted in this policy.

When combining personal travel with business travel, payment will be based on the least expensive and reasonable means of transportation to the business location. Meals and lodging are limited to the business portion of the trip. Generally, the dates of the conference or meeting and one travel

day before and after are allowable for reimbursement. Any additional days must be documented with a business purpose. Reimbursement of meal and lodging expenses for one or more additional days is allowable when the purpose of the additional days is to reduce overall travel costs and quotes are provided that prove the cost savings.

A cancellation or change fee is reimbursable only if the charge is incurred for a business related reason, natural disaster, or a sick leave eligible personal emergency/illness.

Domestic Travel

Transportation

If a rental vehicle or private automobile is used for out of state business travel for purposes other than transporting equipment, materials or conserving costs, an amount not to exceed the cumulative economy airfare will be allowable only for the owner of the automobile. Attach an advanced quote for economy airfare to the business destination and compare the mileage. Lodging, meals and parking are allowed based on what the traveler would normally incur with air travel.

Rental Vehicle

Rental vehicles should be used to obtain economical or practical transportation, i.e., when it would cost more to travel by privately owned vehicle, taxi, bus, etc. It is recommended to use rental vehicles due to the personal liability issues. The receipt must separately itemize all charges, including the starting and ending dates of the rental, the name of the renter and any other charges. Proof of payment is required.

In order to minimize costs, travelers are encouraged to choose standard class cars or lower whenever possible, as well as, to use the state contracted vendors. For current list of state contracted vendors see <http://www.window.state.tx.us/procurement/prog/stmp/stmp-rental-car-contract/>.

If class used is above full size, the traveler must provide a justification for use of class.

When state contracted rates are not used, SRS may request additional justification.

An additional driver fee is reimbursable only if the second person is traveling on agency business.

If the car is retained for personal leave days, the rental fee will be reimbursed proportionately to the business days. Make sure the rental car gasoline is also prorated.

The cost of collision damage waiver (CDW) or loss-damage waiver (LDW) coverage obtained through the rental car company is reimbursable; however, the cost of personal liability, personal effects insurance, or other liability insurance supplements are NOT allowable. The vehicle should be rented in the traveler's name and therefore, personal automobile insurance policy(s) should be reviewed for adequate coverage as determined by the traveler.

Privately Owned Vehicles

Travel using privately owned vehicles may be desirable to save time, transport equipment, or reduce cost when a number of persons are traveling together.

Mileage will be reimbursed at the rate set by the Internal Revenue Service for business travel. Current rates can be found at <http://www.gsa.gov/portal/content/100715>. This rate covers all fuel, maintenance, insurance, transportation, and operating costs. Damage to a privately owned vehicle used for University business is covered by the individual's private insurance, costs for which are included in the mileage reimbursement. Sponsored Research Services does not assume responsibility for deductibles or other uninsured loss to the vehicle.

Sponsored Research Services requires documentation from Google Maps to determine reimbursable miles, or the actual miles driven as determined from odometer readings. On a scheduled work day, mileage will be calculated to and from the traveler's headquarters to the business destination. On a scheduled day off, mileage will be calculated to and from the traveler's residence or actual location, whichever is less. Toll, ferry, bridge, road, and tunnel fees are also reimbursable. Receipts are required when the each individual expense exceeds \$75.

Mileage for traveling between the place of lodging and the place of entertainment, visiting friends/family, sightseeing, or shopping is not reimbursable.

Motorcycles

The use of privately owned motorcycles is reimbursable at the IRS approved rate. See <http://www.gsa.gov/portal/content/100715> for current rates.

Air Transportation

Commercial

Economy/coach or other special discount fares are to be used when available. Federal regulations prohibit reimbursement of business or first class airfare unless it is required to accommodate a disability or special need. If a fare above economy/coach class is used, an explanatory note must be attached to the expense report. To accommodate a disability, the disability must be substantiated in writing by a competent medical authority. The medical authorization will be retained in a secure file and will not be attached to the expense report. If your system member is eligible, air travel may be charged directly to Sponsored Research Services at local Bryan/College Station travel agencies. If charging directly, inform the travel agency of the proper project account number to which the expenses will be charged.

A paid airline receipt should be attached to the travel voucher. An itinerary alone is unacceptable. A receipt that has been altered by any person other than the airline is unacceptable. A receipt to which additional information has been added is considered unaltered if the additional information does not conflict with or obscure the original information on the receipt. If the ticket is in the form of an Electronic "Ticketless" Ticket, the passenger itinerary or receipt must be attached to the voucher. The name of the employee and airline, the ticket number, the class of transportation, the travel dates, the amount of the airfare, and the origin and destination of each flight, and proof of payment must be included on the receipt.

If changes to airfare result in non-refundable expenses, a statement as to what steps were taken to obtain a refund or to minimize the costs should be included. These reasons should be related to project business or for other reasons beyond the traveler's control.

NOTE: Principal Investigators are cautioned to be certain that the cost of air transportation will be covered under their account. If the cost is not allowed, travelers must reimburse the system member that originally paid for the cost.

Personally Owned or Rented Aircraft

Sponsored Research Services requires prior notification and approval **before** a traveler uses a private aircraft. The traveler should provide the Sponsored Research Services Project Administrator with the following information:

Destination and purpose of trip

Dates of travel

Number/names of passengers

Type of airplane

Insurance certificate for the airplane

Explanation why the personal plane is more economical to use rather than a commercial carrier

If the traveler plans to use the aircraft for more than one trip, all dates and destinations should be included. The Sponsored Research Services Project Administrator will review the sponsor guidelines and/or contact the Grant/Contracting Officer to determine allowability. If allowable, Sponsored Research Services will reimburse the traveler using the highway mileage between the designated headquarters and point of destination. The rate of reimbursement can be found at <https://fm.x.cpa.state.tx.us/fm/travel/travelrates.php>

Taxicab, Shuttle Services, Limousine, Bus, Subways

Taxi, shuttle services, limousine, bus fares, subways and tips must be itemized. Reimbursable tips are limited to 20% of the fare. Based on IRS guidelines receipts are required for any single fare or expense over \$75. Limousine service from city to city, such as from College Station to Houston, will be used only when other practical means (i.e., rental vehicle, personal vehicle, bus) are not available, or the limousine service is more economical. An explanation of why limousine service was used must be submitted with the travel expense report.

Train

Travelers must use coach-class accommodations for all train travel, except when their agency authorizes first-class service. Itemized receipts must be submitted when over \$75.

Parking

In most instances, parking expenses incurred while traveling in a state-owned or leased motor vehicle, a personally owned or leased motor vehicle, or a rented motor vehicle is reimbursable.

A parking expense incurred by an individual while dropping off or picking up a traveler at the airport is reimbursable.

The supporting documentation for the reimbursement of a parking expense must list each day the expense was incurred and the amount of the expense incurred each day, as well as the locations where the expense was incurred. Based on IRS guidelines, receipts are required if over \$75.

Lodging and Meals

The traveler may use one of two methods for lodging and meal expenses incurred in connection with official travel of more than one day. The method selected must be used for the entire trip.

In both methods outlined below, itemized receipts for lodging are required. The receipt needs name and address of the commercial lodging establishment, name of the traveler, single room rate, daily itemization of charges, and proof of payment. If receipts have been lost or destroyed, a statement explaining the circumstances shall be furnished with the expense report form.

Advisory Note: Within the State of Texas, employees of the various Parts of the Texas A&M University System are entitled to an exemption from state hotel occupancy taxes. In order to take advantage of this, the traveler must present an exemption certificate to the desk clerk at the time of check-in. Many hotels will not honor the exemption if it is presented at check-out. The form can be found at <https://srs.tamug.edu/wp-content/uploads/2013/03/Hotel-Occupancy-Tax-Exemption-Form.pdf>. If the traveler fails to submit a Texas State Hotel Occupancy Tax Exemption Form, he/she will not be reimbursed. Reimbursements for Texas hotel occupancy tax charged on lodging will be made only in those instances where the traveler attempted to claim exemption but was denied by the lodging establishment. In this case, we must report the hotel to the Comptroller's office.

Any charges on the meal receipts for alcoholic beverage which are unallowable must be deducted before submitting a claim.

Method I - Actual Expenses

With lodging and meal receipts, travelers may be reimbursed for the actual costs of reasonable and necessary meals, lodging, and gratuities. Tips for meals must not exceed 20% of the cost of meals. Any tip charges in excess of that amount will not be paid. Meal receipts must be attached to the expense report.

The maximum amount that you may be reimbursed under actual lodging and meals expenses with receipts is limited to 150 percent of the applicable Federal domestic maximum GSA rate for the location. Please note that first and last day of travel in the contiguous U.S. have a lower applicable rate. See domestic rates at <http://www.gsa.gov/portal/category/21287>.

If the city is not specifically on the GSA site, then use the rate listed for the county in which the city is located. If neither is listed, use the "Standard Rate" for that state. Use the GSA lodging location if lodging is not at the duty point.

Requests to exceed 150% of the maximum lodging rates listed must be supported by a written statement explaining the circumstances that caused the existing rate to be inadequate and will be subject to Sponsored Research Services approval. Based on Federal Travel Regulations, requests for hotel reimbursements of more than 150% and up to 300% over the standard allowable rate are unallowable except for the following:

Lodging is at a prearranged place such as a hotel where a meeting, conference or training session is held or;

Costs have escalated because of special events; lodging within prescribed allowances cannot be obtained nearby; cost to commute to/from the nearby location exceeds the cost savings from occupying less expensive lodging.

Method II - Actual Lodging Expense and Actual Meals, up to the Applicable GSA Rates

The traveler may be reimbursed for actual lodging cost plus actual meals up to the published applicable GSA rates. Meal reimbursement includes the actual cost of food, beverages, gratuities, taxes, and other incidental expenses. Receipts are required to claim actual lodging expenses, but do not have to be submitted for the meals.

Reimbursements will be based on the applicable Federal domestic maximum GSA rate for the location. Please note that the first and last day of travel in the contiguous U.S. have a lower applicable rate. See domestic rates at <http://www.gsa.gov/portal/category/21287>.

If the city is not listed in the Federal domestic maximum rates, then use the rate listed for the county which the city is located. If neither is listed, use the "Standard Rate" for that state. Use the GSA location if lodging is not at the duty point.

Requests to exceed 150% of the maximum lodging rates listed must be supported by a written statement explaining the circumstances that caused the existing rate to be inadequate and will be subject to Sponsored Research Services approval. Based on Federal Travel Regulations, requests for hotel reimbursements of more than 150% and up to 300% over the standard allowable rate are unallowable except for the following:

- Lodging is at a prearranged place such as a hotel where a meeting, conference or training session is held or;
- Costs have escalated because of special events; lodging within prescribed allowances cannot be obtained nearby; Cost to commute to/from the nearby location exceeds the cost savings from occupying less expensive lodging.

Travelers using the meal allowance should not seek separate reimbursement for incidental expenses. Incidental expenses should be covered by the meal reimbursement. The Federal Travel Regulations describes incidental expenses as:

- Fees and tips given to porters, baggage carriers, bellhops, hotel maids, other hotel workers, stewards or stewardesses and others on ships.

Meals furnished in registration fees must be adjusted by deducting the appropriate amount shown in the chart below for contiguous U.S. travel.

The breakdown for each IRS category is as follows and is subject to change:

http://www.gsa.gov/portal/content/101518?utm_source=OGP&utm_medium=print-radio&utm_term=mie&utm_campaign=shortcuts for current rates.

Telephone Calls

Travelers are expected to use the most economical means of making phone calls while traveling on business. If the traveler receives a cell phone allowance, they are expected to use the cell phone. Travelers will be reimbursed for phone calls that are reasonable and necessary for conducting business.

Reimbursement requests with telephone call expenses must be accompanied by a hotel bill showing itemized call information or by an original, itemized phone bill when the expense exceeds \$75.

Internet Connections

Travelers will be reimbursed internet connection charges that are reasonable and necessary for conducting business. A receipt is required when expense exceeds \$75.

Laundry

Expenses incurred for laundry, cleaning and pressing of clothing are reimbursable within the U.S., including Alaska, Hawaii, U.S. Territories, and Possessions. However, the employee must incur a minimum of four (4) consecutive nights at the place of lodging to qualify. A receipt is required when the expense exceeds \$75.

Conference Registration

Supporting documentation for registration fees for conferences, meetings, etc. should include a receipt from the conference sponsor with the full name of the conference, dates of the conference and name of attendee, along with proof of payment. If optional meals are purchased please be aware that they are part of the meal expense for that day.

Miscellaneous Expenses

Based on IRS guidelines any other single expense over \$75 for any allowable miscellaneous expense must have a receipt in order to be reimbursed.

Reimbursable

Examples of allowable miscellaneous expenses include, but are not limited to, the following:

- Miscellaneous supplies (not office supplies)
- Fees for traveler's checks/currency exchange. When a loss is incurred in currency exchange, the loss may be claimed.
- Portage, special transportation and tips for handling business equipment and materials
- Postage for official mail
- Gasoline for rental cars
- Checked baggage fee – Limited to one bag per trip; business justification must be provide if more than one
- Overweight baggage fee – Business justification must be provided
- Oversized baggage fee – Business justification must be provided
- Fees for money orders and/or certified checks
- Transaction fees for use of automated teller machines (ATMs) – amount of the ATM withdrawals may not exceed the amount of funds approved for authorized travel
- Passport and/or visa fees
- Costs of photographs for passports and visa
- Foreign country exit fees
- Business meals must be allowed as a sponsored expense. Reimbursement for business meals must contain sufficient documentation to satisfy the Internal Revenue Service's five W's: who, what, where, when, and why.

Not Reimbursable

Examples of expenses that will **NOT** be reimbursed include, but are not limited to, the following:

- Entertainment expenses and non-project related social activities such as tours and dances
- Frequent flyer mileage fees

- Costs incurred by unreasonable failure to cancel transportation or hotel reservations
- Fines for automobile violations including parking tickets
- Gasoline purchases for personal vehicles when claiming mileage
- Personal items purchased due to lost/delayed baggage
- Lost or stolen tickets, cash, or property
- Hotel movie rentals and airline headsets
- Health club fees
- Magazine, newspapers, and books unrelated to business
- Personal credit card delinquency fees or finance charges
- Office Supplies not related to the travel purpose of the trip
- Memberships - According to Federal guidelines memberships are not allowable unless their applicability to the special circumstances or purpose of the project is clearly established in the scope of work.

Foreign Travel

Receipts submitted in a foreign currency are to be converted to the U.S. dollar equivalency of the date expenses were incurred, use historical rates during the duration of travel, or submit a credit card statement showing the U.S. dollar amount.

Definition

In general, foreign travel is defined as travel outside the United States, U.S. Territories and Possessions, Canada and Mexico. However, sponsors differ in defining this term, so travelers should contact the Sponsored Research Services Project Administrator to be sure the contemplated travel is correctly classified.

Approval

Any Texas A&M student traveling internationally, and any faculty, staff or student leader who is traveling abroad with students are required (by University rules) to complete an International program application.

Please see <http://studyabroad.tamu.edu/index.cfm?FuseAction=Abroad.InternationalTravel> for instructions and forms.

It is required that all foreign travel by state employees and graduate students on state business except for travel to Canada, Mexico, or any state or possession of the United States be approved in advance including any required safety or export control determined at the system member level. This includes travel at no charge to any TAMUS member.

State funds cannot be used to reimburse foreign travel expenses.

Foreign travel by any state employee on state business must be for the benefit of the State of Texas and any personal benefit thereby accrued must be solely incidental to the official purpose of the travel. It is the obligation of both the individual employee who is traveling and his or her supervisor to ensure that all foreign travel conforms to this mandate.

It is the responsibility of every system employee and student to check their foreign destination for any Travel Warnings/Alerts when requesting approval for foreign travel. Travel Warnings, as

defined by the U.S. Department of State, are issued to describe long-term, protracted conditions that make a country dangerous or unstable. A Travel Warning is also issued when the U.S. Government's ability to assist U.S. citizens is constrained due to the closure of an embassy or consulate or because of a drawdown of its staff.

If not using Concur, a request for foreign travel to a country under a Travel Warning must be made by completing and signing each system member's Acknowledgement of Risk form. The current Travel Warning from the U.S. Department of State for the country the employee is traveling to must be printed and submitted along with the form. See travel warnings at http://travel.state.gov/travel/cis_pa_tw/tw/tw_1764.html.

Sponsoring agencies may also require prior approval. It is the responsibility of the traveler to contact the Sponsored Research Services Project Administrator. The approval request should be submitted at least 45 days prior to the anticipated departure date.

Transportation

For all transportation categories not specifically listed below, please refer to the domestic allowability and receipt requirements.

Rental Vehicles

Rental vehicles should be used to obtain economical or practical transportation (i.e., when it would cost more to travel by taxi, bus, etc.). When leasing vehicles in foreign countries, it is advisable to purchase all available and reasonable levels of insurance including Personal Accident Liability Insurance (PAI). Itemized receipts are required. Please refer to Domestic Travel sections regarding other allowability and receipt requirements.

Air Transportation

Generally, if a traveler is traveling on funds provided by the federal government, he/she must use a U.S. flag carrier (an airline owned by an American company), regardless of cost or convenience. If you are scheduling international travel that is federally funded, you must ensure that all flights, where possible, are scheduled on U.S. flag carriers or on foreign air carriers that code share with a U.S. flag carrier. Code sharing occurs when two or more airlines "code" the same flight as if it was their own. In other words, a U.S. airline may sell a seat on the plane of a foreign air carrier; this seat is considered the same as one on a plane operated by a U.S. flag carrier. Compliance with the Fly America Act is satisfied when the U.S. flag air carrier's designator code is present in the area next to the flight numbers on the airline ticket, boarding pass, or on the documentation for an electronic ticket (passenger receipt).

Exceptions to the Fly America Act

The biggest exception to the Fly America Act is the Open Skies Agreement <http://www.gsa.gov/portal/content/103191>. On October 6, 2010, the United States and European Union (EU) "Open Skies" Air Transport Agreement <http://www.gsa.gov/graphics/ogp/FTRBulletin11-02USEUOpenSkies.PDF> was published by the U.S. General Services Administration providing full explanation of the multilateral agreement in place so that qualifying travelers, whose travel is supported by federal funds, may travel on European Union airlines as well as U.S. Flag Air Carriers. A list of current member countries of the

European Union is available at http://europa.eu/about-eu/countries/index_en.htm. There are also Open Skies agreement with Australia, Switzerland and Japan.

There are other exceptions to the Fly America Act which may be appropriate as well. A list of exception criteria may be found in the Federal Travel Regulation Guidelines

<http://www.gsa.gov/portal/ext/public/site/FTR/file/Chapter301p010.html/category/21868/#wp1088924%20%E2%80%93%20FTR%20sections%20301%E2%80%9010.135%E2%80%90138>

Please note that lower cost and personal convenience are not acceptable criteria for justifying the non-availability of a U.S. –flag air carrier. To document the exceptions, you must complete and attach the Fly America Act Exceptions Form located at <https://srs.tamus.edu/wp-content/uploads/2013/04/FLY-AMERICA-ACT-EXCEPTIONS-FORM.pdf>.

Please refer to the Domestic Travel sections of this document regarding other allowability and receipt requirements.

Lodging and Meals

Please refer to Domestic Travel sections of this document regarding allowability and receipt requirements. Either of the two methods for meals and lodging reimbursements can be used.

For foreign travel location applicable rates, please obtain current rates from the State Department at http://aoprals.state.gov/web920/per_diem.asp.

For travel to Alaska, Hawaii, U.S. Territories, and Possessions, please obtain current rates from the US Department of Defense at <http://www.defensetravel.dod.mil/site/perdiemCalc.cfm>.

Laundry

As laundry and dry cleaning expenses are included in the incidental calculations (part of the meal maximum) outside the United States, separate claims for such expense incurred in those are not allowed.

All Other Expense Categories

Please refer to Domestic Travel sections of this document regarding allowability and receipt requirements for all other expense categories.

OTHER SPONSORED TRAVEL GUIDELINES

Federal Travel Regulations

<http://www.gsa.gov/portal/ext/public/site/FTR/file/FTR301TOC.html/category/21868/hostUri/portal>

Bill and Melinda Gates Foundation

<https://docs.gatesfoundation.org/documents/expense.pdf>

Cancer Prevention & Research Institute of Texas (CPRIT)

http://www.cprit.state.tx.us/images/uploads/policies_and_procedures.pdf

State of Texas Travel Guidelines (Textravel)

<https://fm.x.cpa.state.tx.us/fmx/travel/texttravel/>

Guidelines for Disbursement of Funds – The Texas A&M University System
<http://www.tam.us.edu/assets/files/budgets-acct/pdf/DisbursementManual.pdf>

Uniform Grant Management Standards
http://www.texasagriculture.gov/Portals/0/Publications/ER/HDM_UGMS.pdf

FAMIS

FAMIS is an accounting system that responds to financial regulations applicable to educational institutions, in particular to the members of The Texas A&M University System (TAMUS).

All FAMIS programs access a common database that allows many different users to view and update identical information. FAMIS users can be given access to numerous on-line accounting functions.

Financial Records Systems (FRS)

Financial Accounting – transactions relating to financial operations such as budgets, revenues, expenses, and journal entries.

Accounts Payable – transactions relating to vendor payment including preparation of checks and files for State of Texas warrants

eTravel – Electronic travel reservation and expense system

Approvers

Vendor Information

Accounts Receivable – transactions relating to billing and payment receipt for goods or services rendered

Purchasing – transaction related to ordering, receipt and initiation of payment of goods and services

Payroll Distribution – processes relating to the distribution of payroll expenses for research projects

Budget Preparation – processes relating to the preparation of the annual budget to be presented to the TAMUS Board of Regents

Sponsored Research (SPR)

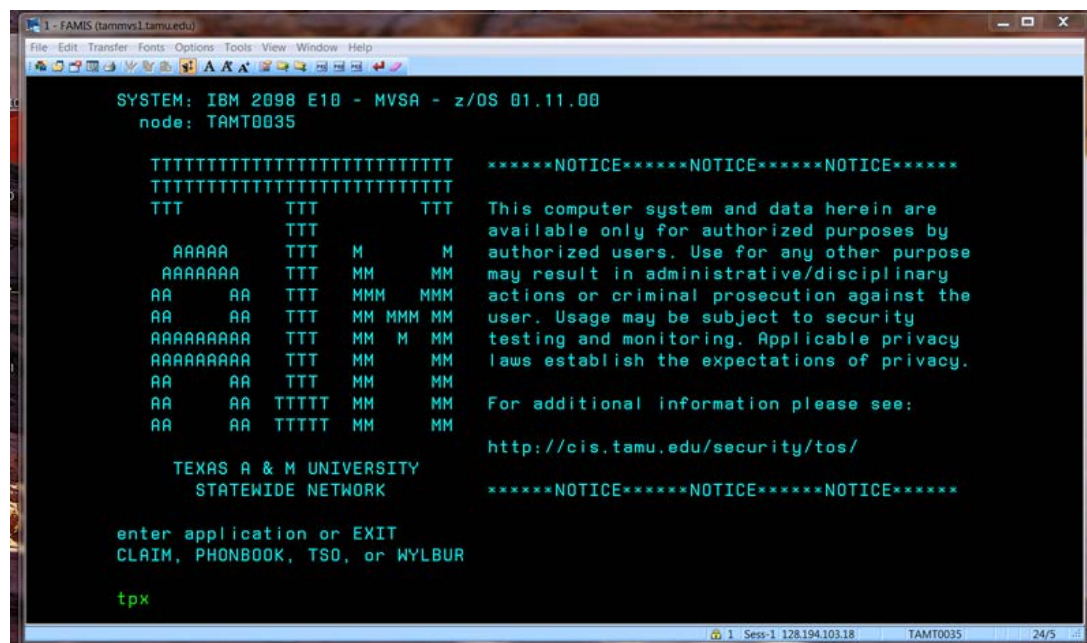
Projects – Awards, Cost Sharing, Inquiry, Maintenance

Proposals – Awards, Cost Sharing, Inquiry, Maintenance, Researcher, Sponsor

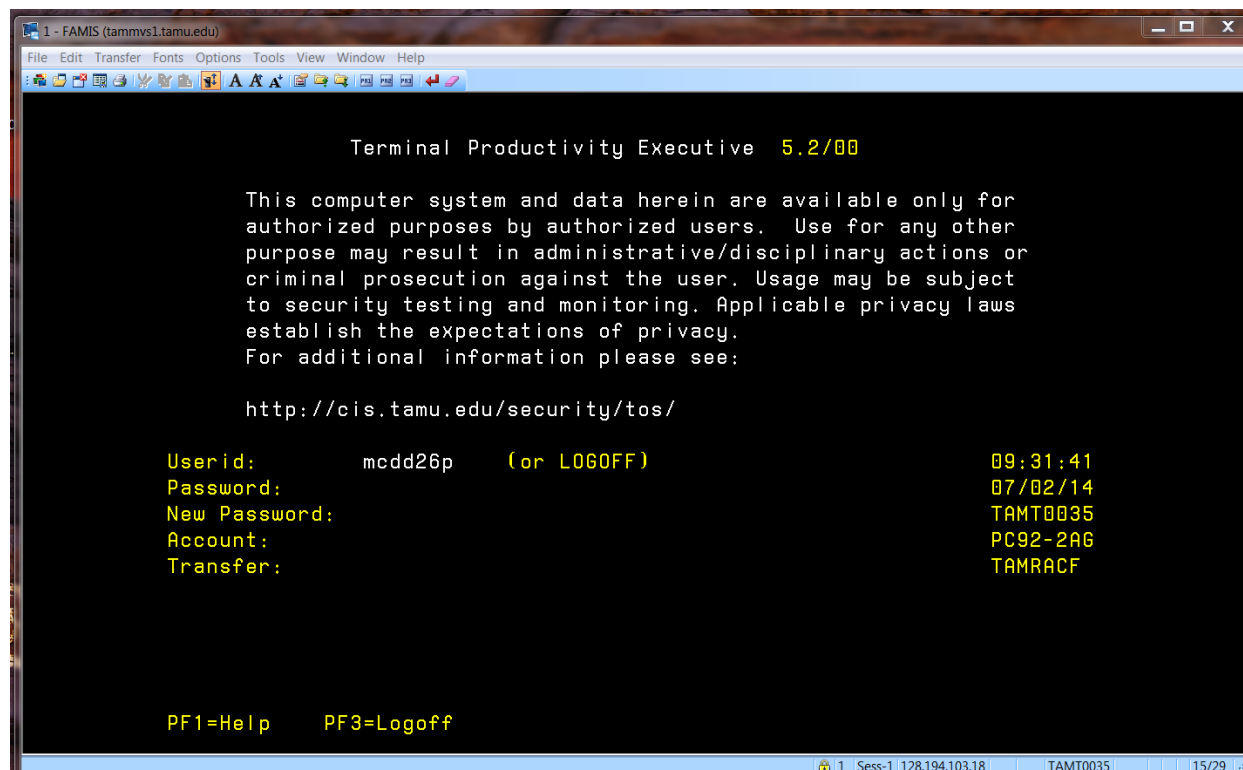
Tables

Logging On and Off of FAMIS

To logon to FAMIS, type **tpx** and press Enter.



Type your FAMIS UserID and password and press Enter.



You will see the following screen showing the date and time you last accessed FAMIS.
Press ENTER to continue to the next login screen.

```

1 - FAMIS (tammvs1.tamu.edu)
File Edit Transfer Fonts Options Tools View Window Help
MSGID: TEN0025

*****

ICH70001I MCDD26P  LAST ACCESS AT 07:47:34 ON WEDNESDAY, JULY 2, 2014

*****

TO PROCEED, HIT ENTER

==>
  
```

Now you are at the TPX Menu screen. **Press the PF key** for the desired menu option.
 (NOTE: Your TPX Menu screen may have different menu options displayed than this example.)

```

1 - FAMIS (tammvs1.tamu.edu)
File Edit Transfer Fonts Options Tools View Window Help

TPX MENU FOR      MCDD26P

Cmdkey=PF12      Jump=NONE      Menu=NONE
Print=NONE       Cmdchar=/

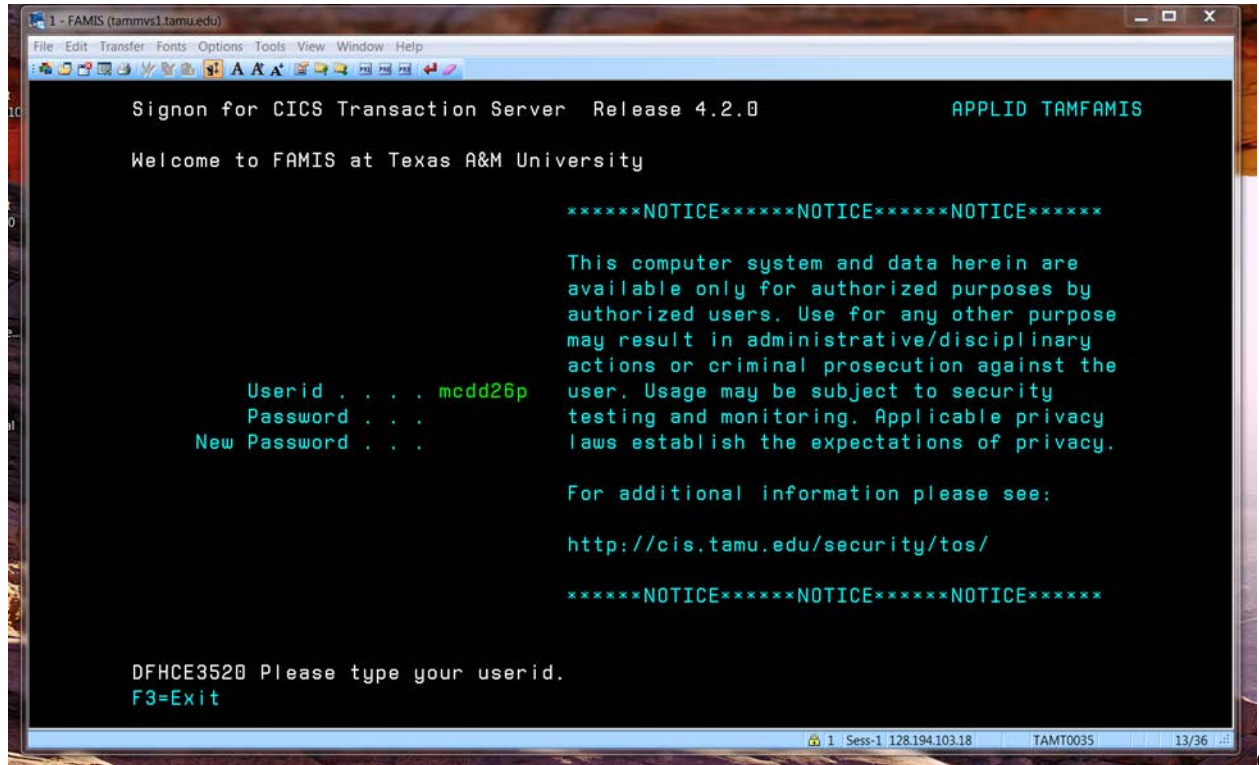
==> Session FAMIS has ended <==

Sessid      Sesskey      Session Description      Status

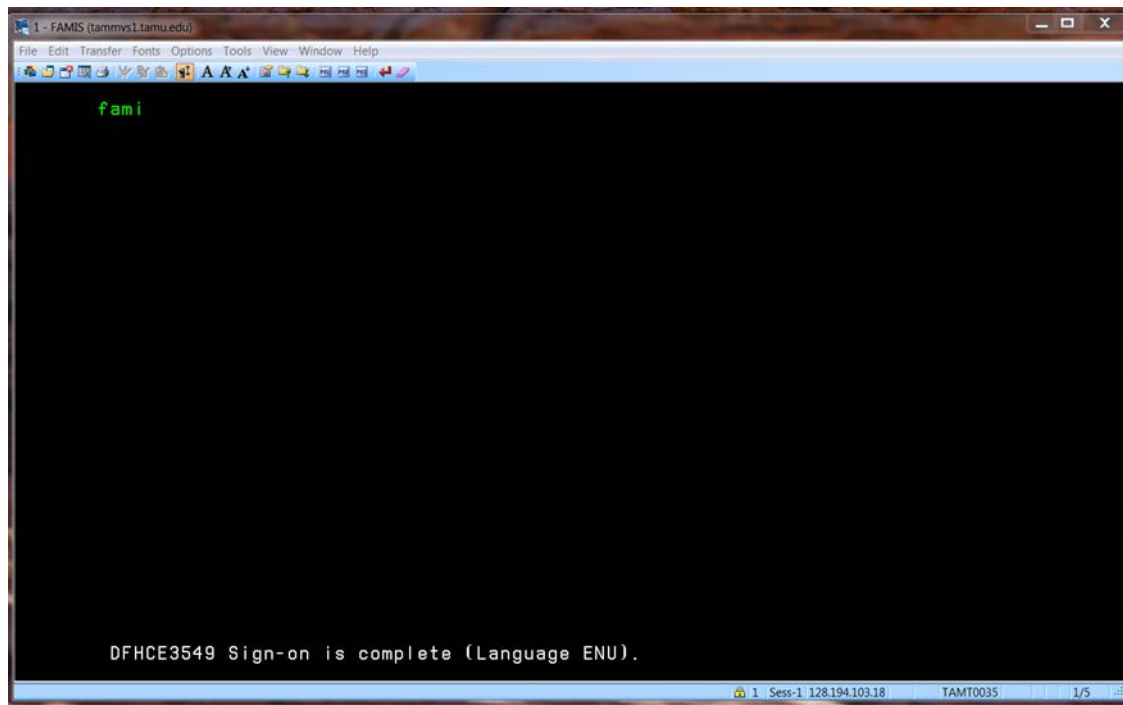
- CICS       PF 1         CICS - public transactions
- FAMIS      PF 2         FAMIS
- BPP        PF 3         Budget Payroll Personnel
- WYLBUR     PF 4         OBS WYLBUR
- FAMISTRN   PF 5         FAMIS - Training
- TSO        PF 6         TSO
- FAMISTST   PF 7         FAMIS - Test
- INFOVIEW   PF 8         Report Viewing System
- CICSNAT    PF 9         CICS - NATURAL Programs
- FAMIS2     PF 10        FAMIS
- BPPTRN     PF 11        BPP - Training
- BPPTST     PF 13        BPP - Test
- CICSTST    PF 16        CICS - Test
- FAMISTR2   PF 17        FAMIS - Training

Command ==>
PF1=Help  PF7/19=Up  PF8/20=Down  PF10/22=Left  PF11/23=Right  H =Cmd Help
  
```

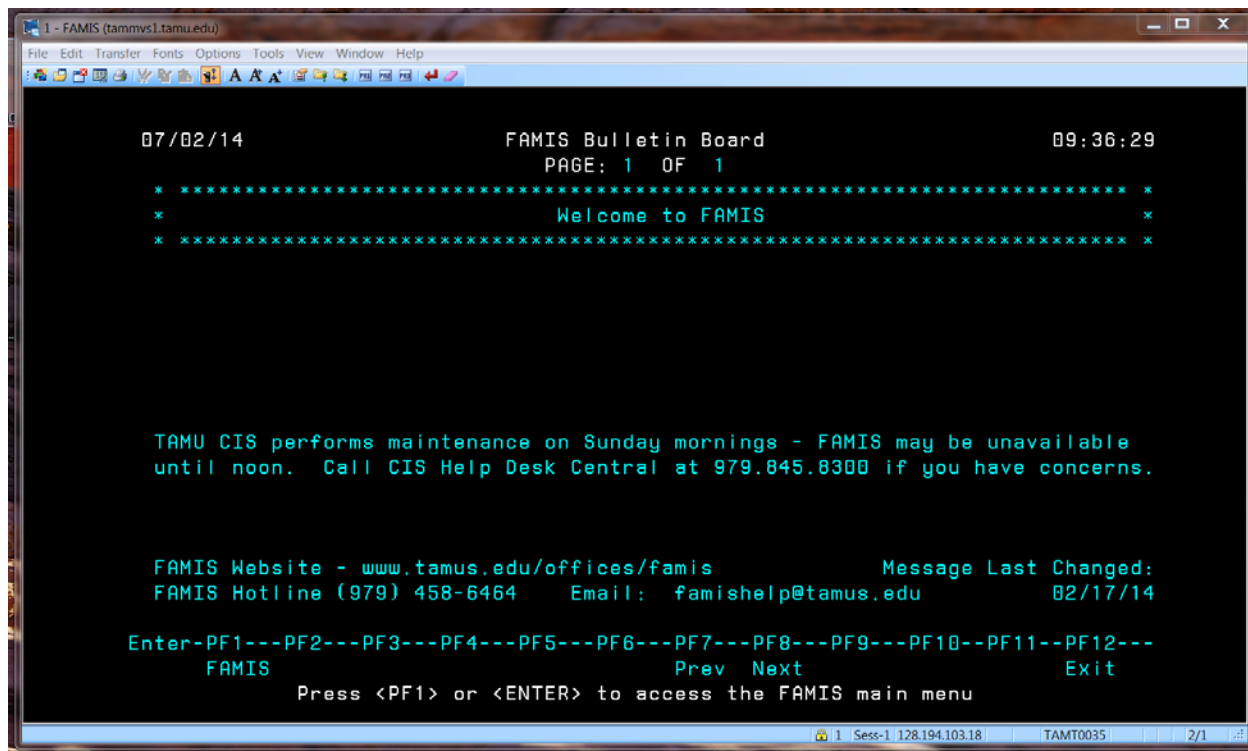
Once again, type your FAMIS UserID and password and press Enter.



Type **fami** and press Enter.

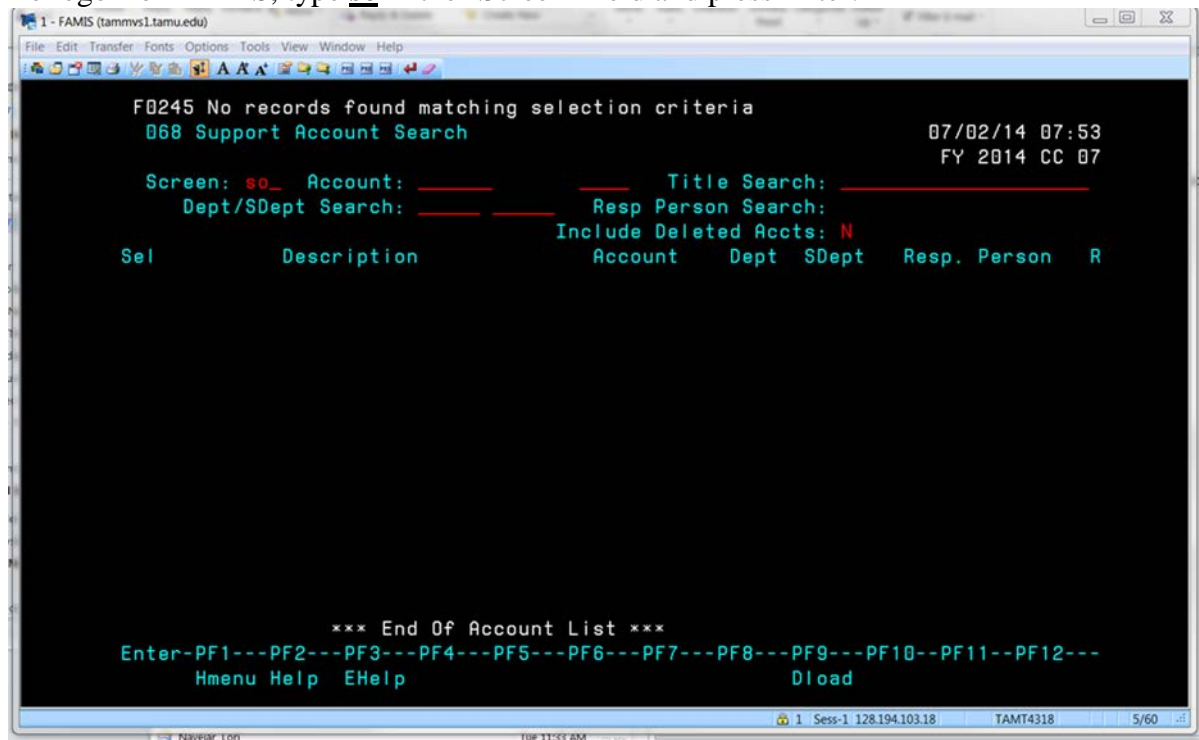


Read the FAMIS Bulletin Board screen then press Enter.

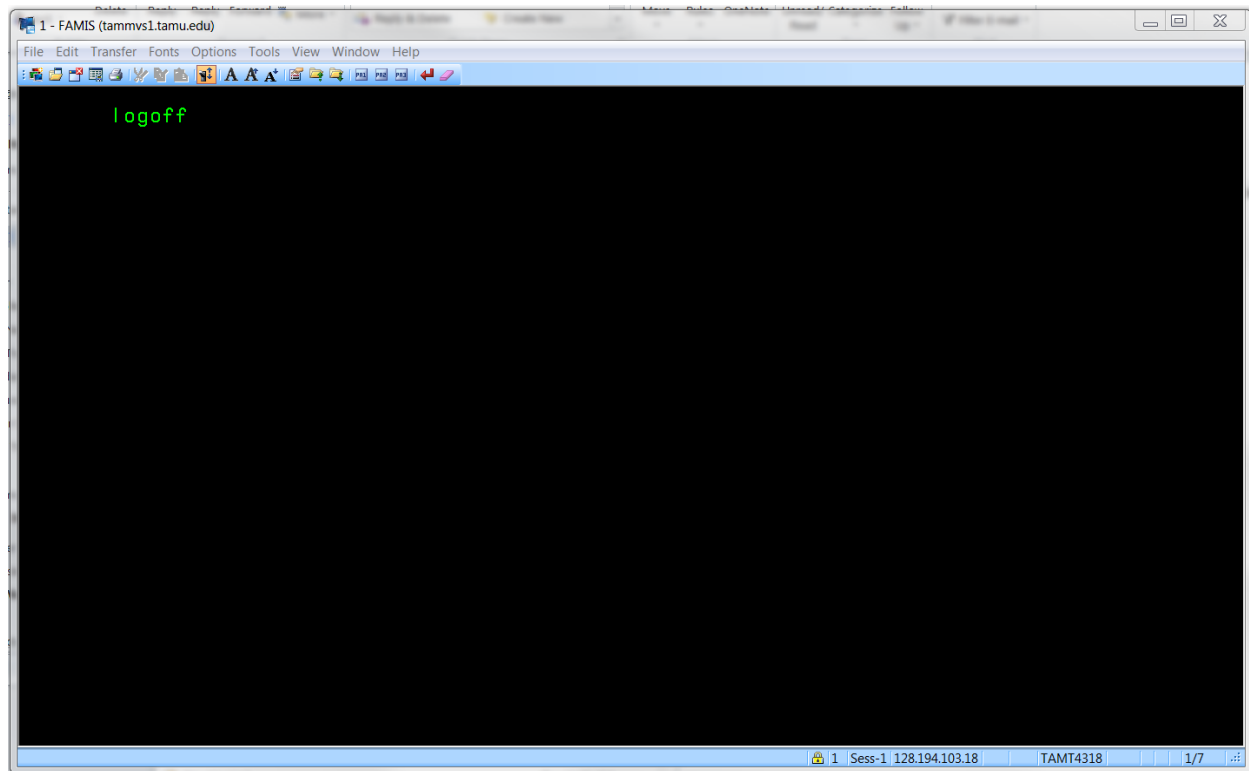


Now you are at the FRS Main Menu and are ready to begin work.

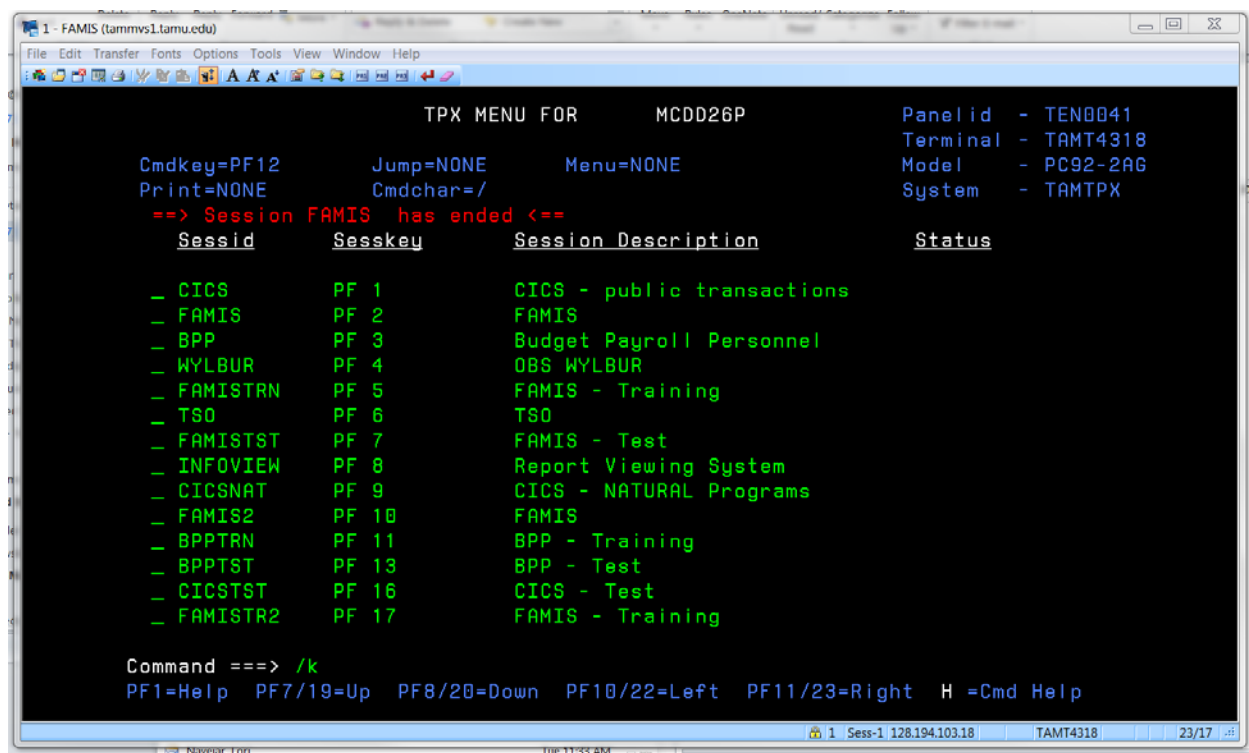
To logoff of FAMIS, type so in the "Screen" field and press Enter.



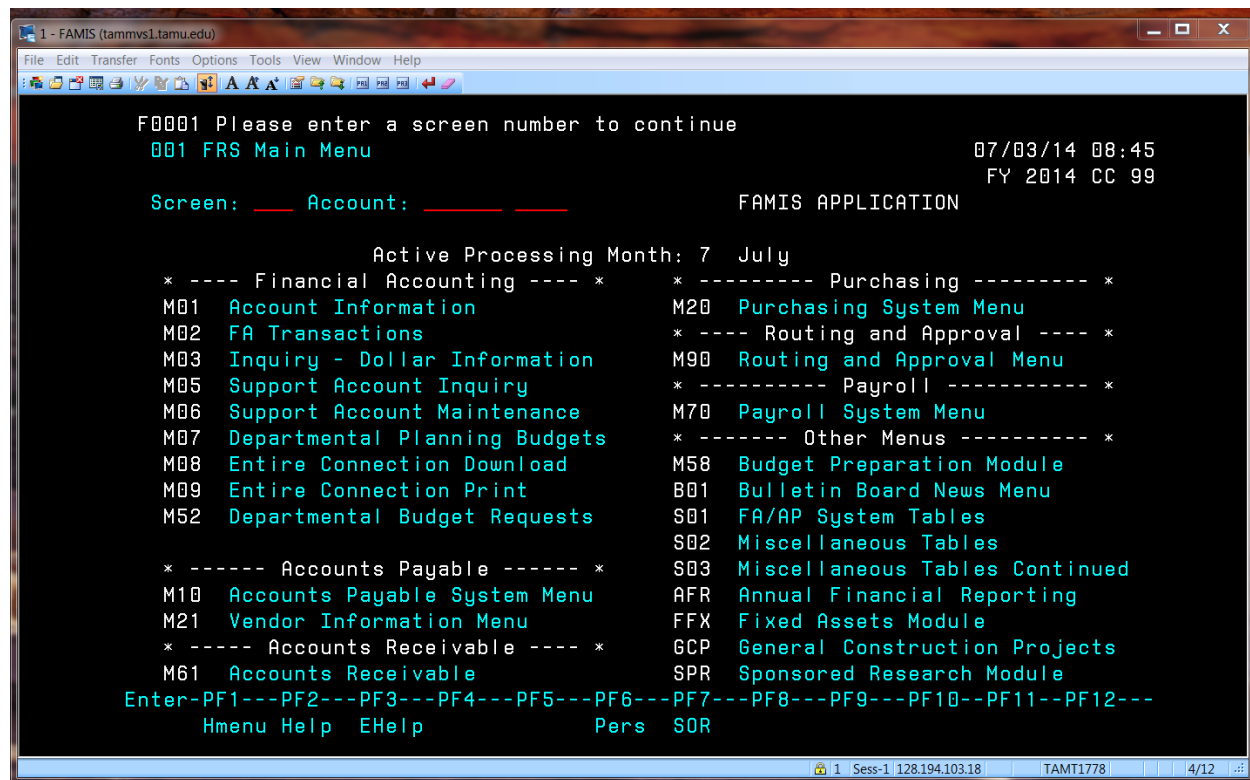
Type **logoff** and press Enter.



Type **/k** and press Enter.



You are now successfully logged off of FAMIS.



You are now at the main menu. You can access any screen by entering the screen number in the Screen field.

You are automatically signed on to your home Campus Code (CC). To change from one CC to another, use FAMIS screen 882.

FAMIS Retrieval and Information Screens

FAMIS Retrieval Screens (All Accounts Payable FAMIS Screens are FRS)

Screen: 029 Account Search

006 S/L Account Attribute Information

019 S/L Budget Detail

023 S/L Account - All transactions posted for current fiscal year

046 S/L Account - All transactions posted for a specific month

047 S/L Transaction Inquiry on Reference Number 2 or 4

048 S/L Transaction Inquiry by Account/Subcode/Month

Screen: 002 G/L Account Attribute Information

018 G/L Cash Detail

023 G/L Account - All Transactions posted for current FY (Direct/Indirect)

	046	G/L Account – All direct transactions posted for a specific month
Screen:	168	Shows information for a specific voucher payment– use FAMIS Voucher number
	169	Voucher Line Item Inquiry – use FAMIS voucher number and line item number from screen 168
	163	Shows all vouchers paid for a particular S/L Account number.
	162	Shows all payments made to a specific vendor. Can specify all S/L accounts or only one. Can change FY for previous fiscal year inquiries.
Screen:	101	To look up a vendor by its identification number.
	102	To look up a vendor by the vendor's name.
	103	Vendor's name and address shown. Vendors may have more than one address, it is important to view screens 101 & 102 and press the F10 key when on screen 101 to verify that you are looking at the correct vendor.
Screen:	805	GL Account Control Descriptions
	806	SL Subcode Description
Screen	021	Encumbrances/Open Commitments - Money pulled from budget to reserve for future expenditures.
	026	Open Commitments Inquiry by Reference

Voucher status codes on screen 168:

Status:	Definition:	Comments:
P-CN	Pending cancelled	Was not paid, no check issued.
P-CL	Pending closed	Not paid, waiting for approval to pay or project is in deficit. The voucher must be canceled to take it off the project balance.
P-OP	Open	Voucher is open. If a voucher was closed then re-opened, the voucher still financially affects the project. The voucher must be canceled to take it off the project balance. If the voucher was never closed it does not financially affect the project.
OUT	Outstanding	Paid online today or paid with a future due date for year end processing.
DROP	Dropped	Voucher was paid but then dropped by Accounts Payable, no check printed.
CYCLE	Cycle	Check printing today, check mailed same day as printed unless there's a problem. ACH approved by Treasury.
PAID	Paid	Check already printed and mailed.
RECEN	Reconciled	Reconciled with the bank.

Advances

Sponsored Research Services issues advances to employees and students in support of official business for a very limited number of business activities. Because employees are eligible for agency liability credit cards, travel advances are restricted and only issued for one or more of the following reasons:

- Employee is not eligible for agency liability card
- Employee will be paying for all or some business related expenses for a group of non-employees consisting of two or more individuals (e.g. hotel expense)
- Destination is such that service providers (food, lodging, auto rental, etc) do not honor the agency charge/credit cards

Travelers may request funds for the reasonably estimated, ordinary and necessary business costs that will be incurred. The travel advance request should be submitted to Sponsored Research Services Travel department no later than five business days prior to the date of departure. Disbursement of the funds requested will not normally be made more than thirty (30) days prior to the date of departure.

By signing the Travel Advance Request Form, the traveler agrees that any funds advanced which are not expended during the trip are to be returned to Sponsored Research Services within thirty (30) days of the completion of the trip.

If a travel voucher has not been received sixty (60) days from end date of trip, a temporary hold will be placed in FAMIS on the vendor. This hold will prevent the employee from receiving reimbursements or subsequent travel advances from being issued until the outstanding travel advance is settled. This does not include a hold on payroll checks.

Funds not returned 120 days or later will cause the traveler to become liable to Sponsored Research Services for such amounts, in addition to possible exposure for assessment of federal income tax on such amounts.

A traveler should have only one outstanding advance at a time. A second advance can be made only if the traveler can justify in writing why an expense voucher has not been submitted for the first advance. The traveler must submit a Travel Expense Voucher even if he or she is not owed any additional reimbursement, in order to document the business purpose for which the advance was issued.

Travel advances are debited using a general ledger number assigned by each system member:

TAMU - G/L 011143-00000

AgriLife – G/L 023000-00000

HSC – G/L 046001-00000

TTI – G/L 010151-00000

RF – each travel assigned a G/L number

Travel Advances – RF instructions

Travel Advances are date stamped into the Travel Service department.

The Travel Advance is reviewed for trip allowability, project terms, classing and signature approval.

Due to IRS regulations, travel advances cannot be issued more than 30 days before the trip begins. The only exception to this rule is if the traveler has already incurred the expense, i.e. airfare, registration, etc.

Review of Travel Advance

**Verify that all of the information on the travel advance request is legible and is ink or type written.*

The following information must be completed:

Name of Traveler

Account to be charged to

UIN or SSN number

Title

Phone: contact number

Email address: contact info

Departmental address

Home address

Dates of Travel: From: departure date (month/day/yr) To: arrival date (month/day/yr)

Destination: Name of city, state, or foreign country that the traveler is going to

Purpose of trip: detailed purpose required – cannot accept “research” or “conference”

Estimated expenses must be itemized. Traveler may estimate travel expenses for entire trip if needed. The total travel advance requested must be equal to or less than the estimated travel expenses.

Verify that the traveler has signed the travel advance request and has checked one of the first two boxes listed under the signature. **Travel advances are only issued to employees or students of TAMUS.**

Verify and initial the Principal Investigator approval signature. This can be checked on FAMIS screen 52 or 52B.

Travel Advance General Ledger Accounts

Travel advances are issued out of a General Ledger (G/L) account that is assigned specifically to each traveler.

To find the G/L for the traveler, go to FAMIS screen 29.

Tab over to section “**Title Search**” – type in the traveler’s last name and hit enter.

This will bring up a listing of names and G/L’s associated with that last name. Find the appropriate one for the traveler that you are searching for and note the G/L number in the upper right hand corner of the advance request. If the traveler’s last name is not listed, then a G/L number must be assigned to the traveler.

Instructions on how to add a new travel General Ledger Account

General ledgers can be added by any travel auditor.

Listing (paper copy) of G/L numbers are on the travel desk. Each time a number is used write the last name, first name of the traveler next to available number on the list.

Record the new G/L number in upper right hand corner of travel advance request.

The new G/L number must be added into FAMIS on screen 2.

(Only enter fields indicated)

Enter G/L **Account number** 09XXXX 0000

Hit enter

Account Title – traveler's last name, first

Resp Person – enter “?” to query- select McDonald, Diane and enter

Year End Process – “F”

AFR Fund Group - 90

Default Bank – 00010

Override – “N”

Primary Dept – “TPC”

Hit Enter

New G/L number should be added

Make a copy of the travel advance request after auditing. Set aside for encumbering.

Travel advances are input on FAMIS screen 104

The following fields must be completed in order to generate a travel advance check.

Vendor – query for vendor number and select appropriate name

Voucher – enter “# of fiscal year” then hit return (example FY 08-09 is 9)

Type – 1

Dept. Ref. - # of month of return travel and last name of traveler

Enclosure code – “Y”

Invoice date – date that it was received in travel

Due date - only use when needed on future day

State req. – your first initial, last name

Description – tr ad, dates of travel, destination

Account number – “G/L#” 09xxxx 00000 1320 (sub code for travel advances)

Bank – 00010

Item Amount – “the amount of money requested for the travel advance amount”

Dup ovrrd – “Y” if needed

Inv: - “destination of trip”

Enter three times

Go to screen 168 and print.

Encumbering the Travel Advance

All travel advances must be encumbered against the project account.

Using the source stamp located on the travel desk, stamp each copy of the completed advance and mark a “T” in front of the number.

**Encumbrances are posted on FAMIS screen 11.
(Only enter fields indicated)**

Account: XXXXXX 00001 3510 (domestic) or 3520 (foreign)

Hit enter

Type: 1

P.O. No: T # stamped with source stamp on advance copy

Descrip – traveler last name, dates of travel, destination

Amount- enter the amount of the ESTIMATED expenses

Debit/Credit: “D” to add it on “C” to decrease it

Hit enter

On the advance copy mark a line through the “T” source number and date it.

Record traveler’s last name, first name on encumbrance (right side, landscape). File in travel encumbrance drawer.

*Attach screen 168 to original travel advance and the “Do Not Mail” sheet if it is not to be mailed.

File in the pay buckets located in Voucher Compliance/Accounts Payable.

Vendor Setup

Each system member has different procedures and contacts for setting up vendors. The following documentation is needed for all system parts:

- [W-9 form](#) - domestic vendors
- [W-8BEN](#) - foreign vendors

Past Research Foundation vendor W-9 forms can be found in:

K:/BusinessSupportServices/FinancialReportingandAnalysis/W-9

AgriLife (FAMIS Campus Codes 06, 07, 20)

W9 may be faxed to 979-458-3242 specifying which agency set-up is requested for. Or, W-9 may be submitted through LF per AgriLife Policies.

Health Science Center (Campus Code 23)

In addition to the W9, a Vendor Setup Form (see exhibit HSCVID) is required to establish a vendor.

Email forms to vendorsetups@tamhsc.edu or contact disbursements for submittal information.

Prairie View Texas A&M (Campus Code 05)

W-9 may be faxed to 936-261-1958, Attn: Vendor Set-up. Contact disbursements for submittal information

Research Foundation (Campus Code 99)

Email W9 and vendor information letter to vendorsetup@tamus.edu

If an alternate address is required that does not match the W9, correct address should be noted in the email text.

TAMU/TAMU Galveston (Campus Code 02 and 10)

In addition to the W9, Vendor Setup Form (see exhibit TAMUVID) is required to establish a vendor. Website: <http://finance.tamu.edu/fmo/vs/default.asp>

Fax forms to (979) 458-4191 or mail to FMO-AP Mail Stop 6000. Contact disbursements for appropriate contact information.

TEES (Setup in EPIK)

In addition to the W9, Vendor Setup Form (see exhibit TEESVID) is required to establish a vendor. W-9 may be faxed to 979-458-7464, or e-mailed. Contact disbursements for submittal information.

Currency Converter

Our preferred online currency converter is www.oanda.com. Reimbursements from SRS are only given in U.S. dollars except for wire transfers. All foreign transactions must first be converted to U.S. dollars before being submitted. The currency converter is automatically loaded and used in Concur.

Pre-Trip Approval

SRS requires pre-trip approvals only if the traveler is going to a destination under a travel warning. See <http://travel.state.gov/content/passports/english/alertswarnings.html>.

If using Concur, the approval will automatically route through the proper departments for approval. If traveling using RF, HSC or TTI funds, submission of the Foreign Travel Request Form is required.

Concur

In an effort to secure the best solution for end-to-end travel, The Texas A&M University System contracted with Concur, which allows personnel to have the ability to both book travel and post the expense report in the appropriate accounts in the system member's accounting system.

The following entities in the A&M System require Sponsored Research Services to process travel through Concur:

The Texas A&M University System
Texas A&M University
Texas A&M University at Galveston
Texas A&M University-Corpus Christi
Prairie View A&M University
Tarleton State University

Texas A&M University-Kingsville
Texas A&M University-Commerce
Texas A&M University-Texarkana
Texas A&M AgriLife Research
Texas A&M AgriLife Extension
Texas A&M Veterinary Medical Diagnostic Laboratory
Texas A&M Engineering Extension Service

Concur Routing

The routing for an SRS account goes in the following order:

- ✓ Traveler
- ✓ Principal Investigator or delegate
- ✓ SRS Voucher Compliance
- ✓ SRS Travel Auditor
- ✓ SRS Back Office Approver

Note: The SRS Travel Auditor and SRS Back Office Approver are the same person. They must approve the voucher twice. Payment is issued from each system member's financial department.

Adding Approvers

An approver may add additional approvers to the approval flow if needed. Use the Approval Flow tab and the arrow buttons to add approver before or after certain steps.

Approval Flow for Report: UNLV and VT

Cost Object Approval:

SRS LOCAL (FAMIS-02-MATH-481019 10000-OL)

CHEN, GOONG

(06/27/2014 Auto Approved)

BERNAL, ANDREA M.

MCMANN, AMY L.

Approve Send Back Save Workflow Cancel

You may view the status of a voucher by calling up the expense report, selecting the approval flow and selecting the account number.

Approval Flow for Report: Beeville

Cost Object Approval:

SRS LOCAL (FAMIS-06-TWAR-407013 89530-OL)

MCCALLISTER, VICKI L.
for LOPEZ, ROEL R. (06/30/2014 Approved)

BERNAL, ANDREA M.
(07/01/2014 Approved)

HOPCUS, RHONDA N.

Approve Send Back Save Workflow Cancel

The travel coordinator is responsible for contacting FAMIS when there is a change in routing at SRS, i.e. new travel auditor, new travel voucher compliance. Complete a change/enhance form found at:

<https://apps3.system.tamus.edu/famisrequest/Login.aspx?RETURNURL=https://apps3.system.tamus.edu/famisrequest/chgform.aspx&AcceptsCookies=yes>

Training guides and videos for Concur

<http://www.tamus.edu/offices/travel/concur-on-line-training/>

<http://www.tamus.edu/offices/travel/routing/>

<K:\Business Support Services\Travel\PROCEDURES\DESK REFERENCE MANUAL\Concur Back Office Guide.pdf>

Concur Fees

Participating TAMUS members using Concur are charged a \$7.20 fee for each travel expense report processed by the traveler. This fee covers the automation of the travel booking and reimbursement process. This charge is posted to the account that the travel expense report was charged to unless another account has been indicated to be charged to. FAMIS Screen 8 field “ETravel Fee” indicates if an account other than the project account will be charged the fee. To date only CC02 and CC10 “4” sponsored agreements are centrally funded by account 02-230012-00000. The charge will be incurred after all approvals are received, auditing has been completed and when the expense report is posted.

The fee is considered a direct charge for travel and allowed under A-21 as a direct expense on grants/contracts.

Cocur Errors

Once a day, the travel coordinator receives an automated email with a list of INFOPAC reports for review.

The INFOPAC Reports listed below are now available on the Web for your review. You may access your reports using Document Direct for the Internet (DDRINT).

Click the link below to access all reports available to your userid via DDRINT:

[Document Direct for the Internet](#)

Also, in the chart below you can click on "Version" to open up the latest report and see a listing of all the versions for that particular report.

The report opened may not reflect the DATE/TIME indicated in the chart below if a later report has been created prior to an open of this version link.

ACTION	REPORT NAME	REPORT DESCRIPTION	DATE/TIME
Version	F01BP080	F01BP080 - PBDU080 - VOUCHERS	20140701094235
Version	F02BP080	F02BP080 - PBDU080 - VOUCHERS	20140701094129
Version	F06BP080	F06BP080 - PBDU080 - VOUCHERS	20140701094343
Version	F07BP080	F07BP080 - PBDU080 - VOUCHERS	20140701094417
Version	F10BP080	F10BP080 - PBDU080 - VOUCHERS	20140701094459
Version	F20BP080	F20BP080 - PBDU080 - VOUCHERS	20140701094600

If you have any questions or problems concerning INFOPAC Reports on the Web, please contact the appropriate application support group:

FAMIS Production Services (979) 458-6470 or famisprod@tamus.edu

Highlight each action item to see the reports for each system member. Log in using your FAMIS ID and password. Look at all the Concur reports and review to see if any SRS accounts had problems posting to FAMIS the previous day. Work with the Project Administrator on any problems. You can manually expense on FAMIS screen 112 or let it automatically post at night.

QDU552		TEXAS A&M UNIVERSITY	
Y 2014 CC 02		Voucher Edit/Close Process	
		Concur Vouchers Not Posted to A/P Due to Errors	
		Error	
		Message	
oucher	Voucher	PO	Invoice
Fy	Nbr	Nbr	Nbr
2014	6130894	140264	F6270 Subcode 3310 not valid on 290204 due to Global Subcode Edits (GSE)
		Total Vouchers with Errors: 5	

Occasionally a Concur voucher will get stuck in the routing process. The travel coordinator will run a report in Concur once a week and research all the SRS expense vouchers that are in a "processing" mode. In Concur, select "Expense" tab, then "Process Reports", then "Run Query".


Run Query ▾ Starting Group ▾ Group List Settings Create/Manage Queries ▾




Report Name	Begins With		AND
		Go	

			Report Name	Submit Date	Employee Name	Approval Status	Report Total	Receipt Status	Cash Adva...	Payment Status
--	--	--	-------------	-------------	---------------	-----------------	--------------	----------------	--------------	----------------

[illegible]

Welcome, **DIANE MCDONALD**



 Help
 |
  Log Out
 

My Concur
 Request
 Travel
 Expense
Administration
 Profile
 App Center

[View Reports](#)
[New Expense Report](#)
[View Receipt Store](#)
[Approve Reports](#)
[Process Reports](#)
[View Authorization Requests](#)

Reports Ready for Processing

Group: All Groups I Can Access

Delete Report
 Mark Receipt Status
 Clear Exceptions
 Change Approval Status

Run Query
 Starting Group
 Group
 List Settings
 Create/Manage Queries
 Preferences










Find every report where



Report Name

Begins With

AND

Go

		Report Name	Submit Date	Employee Name	Approval Status	Report Total	Receipt Status	Cash Adv...	Payment Status
<input type="checkbox"/>		  Vancouver, College Station	07/01/2014	ALNUWEIRI, HUSSEIN Y.	Approved & In Accounting Review	\$7,227.28	Received / Not Required		Not Paid
<div>  Code: DELEGATE. Level: 1: This report was prepared by a delegate for this user.  Code: CONOAPPR. Level: 2147483647: No approvers were found for cost object LOCAL (FAMIS-02-QEMG-940470 00000-L). </div>									
<input type="checkbox"/>		  Austin, TX	07/01/2014	CORNWELL, BRETT L.	Approved & In Accounting Review	\$218.78	Received / Not Required		Not Paid
<div>  Code: DELEGATE. Level: 1: This report was prepared by a delegate for this user. </div>									


Page 1 of 40
 
Send to Excel

Displaying 1 - 25 of 1000

You only need to review the SRS accounts.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
537	Washingt	#####	MCLAUGH	Approved	USD	1125.89	Received	/		Not Paid	0.00	LOCAL		
538	Doha, Qat	#####	CHREMOS	Approved	USD	2079.14	Received	/		Not Paid	0.00	LOCAL		
539	College St	#####	CROCKEF	Approved	USD	1471.83	Received	/		Not Paid	0.00	SRS FEDERAL		
540	Jacksonvil	#####	HYMAN, E	Approved	USD	1045.00	Received	/		Not Paid	0.00	LOCAL		
541	Erie, PA	#####	KENNEDY	Approved	USD	830.41	Received	/		Not Paid	0.00	LOCAL		
542	Joshua-Cr	#####	KOODATH	Approved	USD	5913.90	Received	/		Not Paid	0.00	LOCAL		
543	Toronto, C	#####	SNIDER, f	Approved	USD	2399.88	Received	/		Not Paid	0.00	LOCAL		
544	Norman, C	#####	MCCLUNC	Approved	USD	526.69	Received	/		Not Paid	0.00	LOCAL		
545	Istanbul/B	#####	PULAK, C	Approved	USD	1183.50	Received	/		Not Paid	0.00	LOCAL		
546	Honolulu, I	#####	BATARSE	Approved	USD	242.80	Received	/		Not Paid	0.00	LOCAL		
547	6/10-11/14	#####	FOX, RUS	Approved	USD	292.10	Received	/		Not Paid	0.00	LOCAL		
548	Corpus Cr	#####	MALONE, A	Approved	USD	666.88	Received	/		Not Paid	0.00	LOCAL		
549	Corpus Cr	#####	GIPS, BR	Approved	USD	2242.18	Received	/		Not Paid	0.00	LOCAL		
550	Houston, T	#####	CORBELL	Approved	USD	183.89	Received	/		Not Paid	0.00	LOCAL		
551	College St	#####	LUNA, AN	Approved	USD	954.47	Received	/		Not Paid	0.00	SRS FEDERAL		
552	Sacramen	#####	ABDUR R	Approved	USD	1150.31	Received	/		Not Paid	0.00	LOCAL		
553	Texas City	#####	HAMILTON	Approved	USD	228.80	Received	/		Not Paid	0.00	LOCAL		
554	San Anton	#####	RODRIGU	Approved	USD	1448.00	Received	/		Not Paid	0.00	LOCAL		
555	San Anton	#####	RODRIGU	Approved	USD	724.00	Received	/		Not Paid	0.00	LOCAL		
556	Snowbird,	#####	KOCHARC	Approved	USD	1492.05	Received	/		Not Paid	0.00	SRS FEDERAL		
557	Orlando, F	#####	LEGGETT	Approved	USD	635.00	Received	/		Not Paid	0.00	LOCAL		
558	Amarillo, T	#####	HILL, STA	Approved	USD	108.24	Received	/		Not Paid	0.00	LOCAL		
559	SecureW	#####	COOK, SL	Approved	USD	217.81	Received	/		Not Paid	0.00	LOCAL		

Go to the report in Concur and view the approval flow.

Welcome, DIANE MCDONALD

My Concur Request Travel Expense Administration Profile App Center

View Reports New Expense Report View Receipt Store Approve Reports Process Reports View Authorization Requests

College Station, TX [CROCKER, ANDREW]

Requires Review Send Back to Employee Send to Approver Approve

Summary Details List Settings Receipts Print / Email Hide Exceptions

Exceptions

Expense Report Header Totals Audit Trail Approval Flow Comments Allocations Allocations

Expense Type Vendor Name City Reviewed Amount Approved A. Custom 09-Me...

Meals Austin, Texas No \$55.00 \$55.00

Personal Car Mileage No \$7.84 \$7.84

Hotel HILTON HOTEL... Austin, Texas No \$163.13 \$163.13

Hotel HAMPTON INN College Stati, Te No \$106.46 \$106.46

TOTAL AMOUNT \$1,471.83 TOTAL APPROVED \$1,234.07

Report Summary

This example clearly shows there was problem automatically routing because it shows it skipped the routing to SRS. It could be due to a routing change done by FAMIS, a responsible person is not loaded, a change of Project Administrator or Travel Auditor. This happens to about 10-20 vouchers per week so it must be monitored. You will have to manually process this voucher – voucher compliance, audit the expenses, and pay.

The screenshot shows the CONCUR system interface. A modal window titled "Approval Flow for Report: College Station, TX" is open. It displays a list of approval steps. The first step is "Cost Object Approval: for RICE, CAROL B. (06/25/2014 Approved)". The second step is "SRS FEDERAL (FAMIS-07-MILT-626110 94000-OF)". Below this, there are three entries for "KIRKLAND, LOUISE F." with dates "06/23/2014 Approved", "06/23/2014 Auto Approved", and "06/23/2014 Auto Approved". The "Approve" button is highlighted in yellow. The background shows a table of expenses with columns for Date, Amount, and Expense.

Maestro

Maestro is an enterprise-wide system that supports researchers and research administration across The Texas A&M University System (TAMUS).

Project Objectives

- Provide researchers with timely and accurate information needed to manage their research activities and to establish collaborations
- Publish up to date research key performance indicators for all TAMUS institutions and Board of Regents.
- Streamline research administration processes to minimize inefficiencies and improve turnaround time.

Log into Maestro with your UIN and password; <http://maestro.tamus.edu>

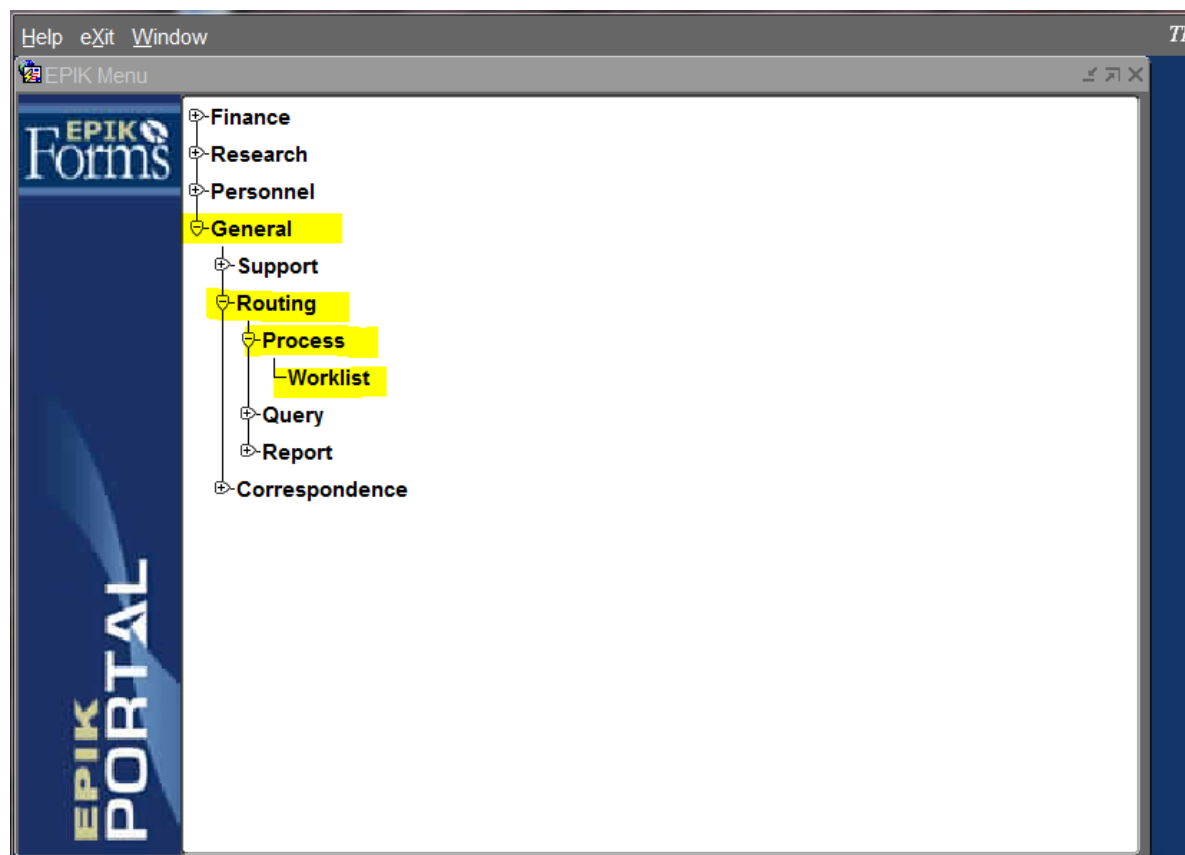
Travel voucher compliance will use Maestro to view the award or SPS to determine what travel guidelines are to be followed with reimbursing the traveler.

- ✓ Select Administrator tab

- ✓ Select Project tab
- ✓ Fill in the Project number for “Billing Project” and press “Search”
- ✓ Select ID number
- ✓ Scroll to Communication-Admin Notes
- ✓ The travel terms and conditions will be noted by the Travel Coordinator.
- ✓ Under the Researcher tab, input the account number and system member. Select “Account Balance” to find the travel and project balances. Select “Account Info” to see the funding period.

EPIK – Audit of TEES Travel Vouchers

To access online vouchers from Epik Forms main menu: General > Routing > Process > Worklist



For each voucher there is a box indicating if this is an emergency and/or resubmission. If a voucher has been resubmitted, you can click on ROUTING, and it will show you the current submission. You can also click on the PRIOR SUBMISSION button which brings up the routing on the previous submission and why it was returned to the department. If there is information in the NOTES area, click on this area to highlight it. Click on the pen and paper icon (edit) and you will be able to read the complete dialogue.

Date Received	From	Pending Date	Comment	Div	Document	Number	Amount	Emergency	Resubmission
19-JUN-2014	Valerie A. Sorenson			CS	Local Voucher	R548012	2,247.87	<input type="checkbox"/>	<input type="checkbox"/>
					Dagstuhl, Germany		7		
19-JUN-2014	Rose P. Sauser			AE	Local Voucher	R547710	1,000.76	<input type="checkbox"/>	<input type="checkbox"/>
					Durham, NC		7		
19-JUN-2014	Lynn M. Krueger			CH	Local Voucher	R547929	226.56	<input type="checkbox"/>	<input type="checkbox"/>
			SRS Travel Policy		New Castle, DE		7		
19-JUN-2014	Holley L. Toschlog			MSEN	Local Voucher	R548308	188.72	<input type="checkbox"/>	<input type="checkbox"/>
					Las Vega, NV		7		
20-JUN-2014	Rose P. Sauser			AE	Local Voucher	R547428	1,028.34	<input type="checkbox"/>	<input checked="" type="checkbox"/>
			SRS Travel Policy The \$54.00		Atlanta, GA		7		
20-JUN-2014	Sheryl Mallett			EE	Local Voucher	R548459	651.18	<input type="checkbox"/>	<input type="checkbox"/>
					Tulsa, OK		7		

Notes: [Empty text area]

View: All
 Pending: [Dropdown]
 Sort By: Receive Date
 Switch: [Dropdown]

DETAIL ROUTING
 APPROVE REJECT
 REPORT PENDING

To audit the voucher, have the voucher highlighted and click on the DETAIL button.

Voucher: R548012 Div: CS Computer Science and Engineering Creator: Valerie A. Sorenson Date: 19-JUN-2014

Duty Point / Destination: Dagstuhl, Germany

TRAVEL R...: TR074979 MEMBERSHIP: [Empty]

Status: In Routing Amount: .00

Traveler: 24524387933000 Schaefer, Scott

Title: Associate Professor

Address: 4756 Tiffany Park Circle

City: Bryan State: TX Zip: 77802

Nation: [Empty]

Headquarters: College Station

Payment Type: ☐ Check ☒ Direct Deposit ☐ Wire Transfer

Call to Pick Up Check: ☐ Emergency: ☐

Expense Summary

Expense Type	Exception	Comment	Amount	Auditor's Comment	Approved Amount
AIR Airfare Expenses			1,596.90		
INC Incidental Expenses		Foreign Transaction Fee: \$10.56	20.33		
MLL Meals and Lodging Expense			550.07		.00

This will bring you to the voucher screen. Scroll to the bottom and click on the ATTACHMENT button the VIEW to open each sequence.

TEES Information System

Travel Voucher Detail (Processing Office)

DETAIL

DETAIL

Total

Return

DCSS Number Amount

DETAIL

DETAIL

Approved Expenses .00

Advance Paid .00

Amount Returned

Total Amount Payable .00

Bank W3 Wells Fargo Local Demand PCC Code USAS Type

Check Stub Trip to Dagstuhl, Germany from 24-MAY-14 to 31-MAY-14

Comment -- rental car direct billed

Contact Valerie Sorenson

Phone 979-845-0060

Email Id sorenson@cse.tamu.edu

Processing Office Comment

Past 90 Day Comment

Changed on 19-JUN-2014 by Valerie A. Sorenson

REPORT ATTACHMENT COVER PAGE APPROVE RETURN

On the Travel Voucher Detail (Processing Office screen click on the Travel Requisition (Travel Req) button).

TEES Information System

Travel Requisition Detail (Posted)

Requisition TR074979 Traveler 24524387933000 Name Schaefer, Scott

Adloc Div CS Computer Science and Engineering Admin Div CS Computer Science and Engineering

Headquarters College Station Title Associate Professor

Period Of Travel 24-MAY-2014 Through 31-MAY-2014 Creator Scott Schaefer Date 09-APR-2014

☐ Student

Funded By ☒ TEES ☐ TAMU ☐ OTHER ☐ TEES / TAMU ☐ TEES / OTHER

Destination Dagstuhl, Germany

Purpose To attend the Dagstuhl Workshop on Geometric Modeling.

Benefit To TEES To increase the visibility of TEES/TAMU.

Late Reservation (Less than 14 days) Reason Explanation

Travel Type ☐ Washington DC area ☒ Foreign ☐ Canada/Mexico ☐ In-State ☐ Out-of-State

Mode Of Transportation ☐ Privately Owned Automobile ☐ Private Airplane ☐ Official Automobile

☒ Commercial Transportation (includes rental-car when necessary) ☐ University Airplane

Traveler will ☐ be accompanied by ☐ accompany

Seq	Num	Project	Account	Budget Category	Division	Original Amt	Adjusted Amt	Liquidated Amt	Balance
OSRS	1	B6370	32525	BC06	CS	2,200.00	.00	.00	2,200.00

This will take you to the Travel Requisition Detail (Posted) screen. Verify the purpose, benefit, duty points, dates of travel and travel policy it is to follow, etc.

Scroll to the bottom of the requisition screen and click on the voucher button.

Advance Voucher

Advance Voucher	Amount	Pmt Due Date	Approved	Canceled	Paid	Check Date	Check #	Canceled
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>

DETAIL

Travel Voucher

Travel Voucher	Amount	Pmt Due Date	Approved	Canceled	Paid	Check Date	Check #	Canceled
R548012	2,247.87	19-JUN-2014	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>

DETAIL

Purchase Voucher

Purchase Voucher	Related Amount	Pmt Due Date	Approved	Canceled	Paid	Check Date	Check #	Canceled
R547382	62.09	06-JUL-2014	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	11-JUN-2014	L0943310	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>

DETAIL

DCSS Number	Transaction Date	Transaction Amount	Transaction Description
Record: 1/1			<OSC>

This will show if any additional vouchers have been created by taking you to the Travel Requisition (T&L) Referenced Documents screen. By highlighting the voucher and clicking on the detail button at the bottom, it will show further information concerning that reimbursement. Verify that expenses charged on a purchase voucher were not included in the reimbursement to the traveler on this travel voucher. On this screen you can also see if the other vouchers have been approved yet. When you are finished with this screen, press the “Return” button at the bottom of the page. You are now back on the Travel Requisition Detail (Posted) screen. Press “Return” at the bottom of this screen to get back to the Travel Voucher Detail (Processing Office) screen.

Review each section of the voucher starting with the traveler’s name and address. Several voucher fields automatically created for the division based on the travel requisition (TR) and therefore you will not be able to change them on the voucher (i.e., the TR needs to be changed first). Changes to the account or project number can be made on the travel voucher without modifying the requisition. Changes to the dates or destination will require that the division modify the travel requisition. Review the begin/end dates of travel, traveler’s name and duty point. You need to verify that all required receipts are legible and correspond to the dates and locations on the requisition and voucher. Verify that all receipts are in the traveler’s name.

If the travel voucher includes a membership, an approved membership letter must be referenced.

Payment Type

Direct deposit (ACH) will default if the employee is set up for that option. If some indication on the voucher shows that a physical check is needed, change the method to check. If “wire transfer” is selected, a wire transfer **MUST** be attached to the voucher (available on Portal). Contact the division for the form prior to approving the voucher if missing. Wires for travel vouchers are only allowed for non-domestic addresses, such as Qatar employees. Domestic employees **MUST** be set up for direct deposit. All backup must be converted to U.S. dollars and wire will be processed in U.S. dollars (foreign wire is not an option).

Expense Summary

Notice each expense type is broken out. Use the “list of values” arrow button to select options to make a correction. Use the “edit” button to read all of the information in the comment boxes. When you agree about an expense type and the dollar amount, complete the “approved amount” box. This amount does not need to match the amount the division requested. (Do not approve more funds than the division submitted without approval from both the traveler and an approver on the account). Explain any differences in the ‘auditor’s comment’ field. The MLL (meals and lodging expenses) cannot be filled in on this page. Complete the approved amounts for each day and the approved expenses will carry back to page one for MIL and MLL. In order to approve expenses, you must follow all State and/or SRS travel guidelines. Also review “Travel Voucher Attachments” and “Object Code & Receipt Guidelines” to be sure all needed documents are attached.

Accounting

Verify the object codes match the expenses (and duty point) and make changes as needed. If the expense summary total approved did not match what the division created, the accounting section will need to be updated to match the approved expenses above. In this section, you have the ability to change the project and account so be careful to not type in these fields without permission to make the changes.

T&L Encumbrance

This will default to “total” which is the preference.

Advance

Notice if a travel advance was provided. If one was approved on the TR, Epik will automatically complete this section. The amount of the advance will net against the amount of the reimbursement to the employee (i.e., Epik should automatically adjust the amount of the payment to the traveler). If the traveler received an advance that exceeded their reimbursement, they must return the remaining funds to the TEES Cash Office.

Bank

Do NOT change the bank information.

Check Stub

This information is completed automatically. Do not change it without reason.

Comment

This is completed by the division. Read and make sure you understand that information. It includes information about the trip.

Processing Office Comment

If you want to make a comment for the division or other people within your processing office, complete this field.

Attachments

You must have the traveler's approval for the amount of the reimbursement. A lower reimbursement amount is okay, but you cannot approve a higher amount without both the traveler's and approval from the PI or delegate on the account. The remainder of the attachments should already been reviewed in order to approve the expenses.

TEES Voucher must have the following attachments:

- Certification statement – either the signed travel voucher report or an email with certification statement.
- GSA rate from www.gsa.gov must be attached to each voucher.
- Mileage using Google Maps www.googlemaps.com showing mileage between starting and ending locations or attach a mileage log.
- Hotel/Car Rental/Airfare/Conference registration receipts. Make sure receipts show proof of payment.
- Foreign travel – back up the conversion of foreign currency to U.S. dollars, provide either a credit card statement or www.Oanda.com printout. Also attach the GSA rate page.
- Meal receipts if using Method 1 of the SRS Travel Guidelines. Tips cannot exceed 20% of pre-tip bill).
- Miscellaneous receipts if single expense exceeds \$75.

Requirements of the Fly America Act

Generally, all flights charged to federal projects must be taken on U.S. flag air carriers or on foreign air carriers that code share with a U.S. flag carrier on the flight taken. This includes flights within the U.S. If there is no U.S. carrier to your destination, you must travel on a U.S. carrier as far as possible. By law, additional cost for U.S. carrier flights is not sufficient justification to fly on foreign carriers. Please note that the same rules apply to a foreign visitor's flights when supported by federal funds.

In some instances, your airline may use a non U.S. flag air carrier if it meets one or more of the exception criteria listed in the Federal Travel Regulation guidelines FTR sections 301-10.135.138. If any leg meets this exception the "Fly America Act" Exceptions Form must be completed, approved and certified, and attached to the expense voucher.

See <https://srs.tamus.edu/wp-content/uploads//2013/04/FLY-AMERICA-ACT-EXCEPTIONS-FORM.pdf>

Relocation Expense

Relocation expense reimbursement is an incentive used to attract some employment candidates. Eligibility must be approved prior to the appointment of the employee. All reimbursement is subject to Internal Revenue Service (IRS) tax guidelines and sponsor policy.

Sponsored Research Services (SRS) may pay the reasonable, necessary, and resulting costs of moving the household goods and effects of an employee.

New Employee Moving Expenses

Moving expenses for new state employees must be made under an accountable reimbursement plan, which requires that original receipts be obtained. To qualify as a moving expense, the new job location must be at least 50 miles farther from the former home than the former place of work was from the former home. Where an employee didn't have a former place of work, then the new job location must be at least 50 miles from the former home. In addition, the employee must be a full-time employee at the new place of work during the 12-month period immediately following the relocation.

Qualified Moving Expenses

Qualified moving expenses are:

- Travel (including lodging but not meals) to the new residence; and
- Moving of household goods and personal effects which include rental of moving vehicles or paying a moving company, boxes, tape, packaging material, etc.

Qualified moving expenses should be coded 1925 and are not taxable to the employee. Some examples of qualified moving expenses are transportation to the new home for the employee and immediate family members, movers, hotel costs while driving to the new home, and rental of a moving truck. See list on IRS web site, <http://www.irs.gov/pub/irs-pdf/p521.pdf>.

Non-Qualified Moving Expenses

Non-qualified moving expenses are still reimbursable but are taxable income to the employee.

Non-qualified moving expenses should be coded 1926 and are taxable income to the employee. A "Request for Tax Withholding" form must be submitted with the voucher. Some examples of non-qualified moving expenses are house-hunting trips and all expenses associated with that trip, meals, temporary lodging while finding a place to live, car rental at the new home city, and temporary storage. Amounts received by an employee as payment for, or reimbursement of, moving expenses which are attributable to employment, must be included in gross income as compensation for services except where deductible as qualified moving expenses. Please refer to IRS publication 521 located at <http://www.irs.gov/pub/irs-pdf/p521.pdf>

Note: A copy of the signed letter of employment must be attached detailing the authorized amount of the move reimbursement whether qualified or non-qualified.

Allowable Relocation Expenses – BARDA Project

With guidance from the Federal Travel Regulations (FTR), Texas A&M System FAQ document regarding moving and Internal Revenue Service publication 521, the following are considered to be allowable and reimbursable relocation expenses for contract HHS01002012000021.

Transportation

Transportation costs from previous home to new home are allowable for employee and immediate family. If driving a privately owned vehicle from previous home to new home, mileage is calculated at \$0.24/mile as determined by the Internal Revenue Service <http://www.irs.gov/pub/irs-pdf/p521.pdf>.

Per diem

Lodging and meal expenses will not exceed the standard CONUS per diem found at <http://www.gsa.gov/perdiem> for en route travel days. Standard rate for FY2013 is \$123/day and for FY2014 the rate is \$129/day. If driving, the minimum driving distance shall be not less than an average of 300 miles per calendar day.

Transportation and storage of Household Goods (HHG)

In accordance with section **§302-7 of FTR**, the maximum weight allowance of HHG that may be shipped is 18,000 pounds net weight. For uncrated or van line shipments, a 2,000 pound allowance is added to the 18,000 pounds net weight allowance to cover packing materials for the shipment. In no case may a shipment weigh over 20,000 gross pounds (the 18,000 pounds net weight of the uncrated HHG plus the 2,000 pound allowance for packing materials). Household goods may be transported and stored in multiple lots; however, your maximum HHG weight allowance is based upon shipping and storing all HHG as one lot.

HHG may be placed in temporary storage at origin, in transit, at destination, or any combination thereof. As stated in section **§302-7.9 of FTR** temporary storage may not exceed 150 days.

Shipment of Privately Owned Vehicle (POV)

Using section **§302-9.300 of FTR** as guidance, the expense of transporting a passenger automobile, station wagon, light truck, or other similar vehicle that will be used primarily for personal transportation is allowable as long as the distance to be shipped is greater than 600 miles. The shipment of a maximum of 2 POV's is allowed as long as the vehicles are in operating order and legally titled and tagged for driving.

House Hunting Trips (HHT)

As stated in the individual's job offer letter, the individual is provided with a "Relocation Package" to assist the employee with expenses incurred while finding permanent housing. Using section **§302-5 of FTR** as guidance, only one round trip for employee and/or spouse may be made. A house hunting trip should be for a reasonable period, not to exceed 10 calendar days. For location distance 250 miles or more, the preferred mode of transportation is common carrier.

Reimbursement will be made for actual transportation costs with detailed receipt. Lodging and meal expenses also reimbursed with detailed receipts not to exceed the per diem allowance at <http://www.gsa.gov/perdiem>, for employee and/or spouse if travel separately, or if you both travel together, the standard CONUS rate multiplied by 1.75, for the 10 days or less.

Temporary Quarters Subsistence Expense (TQSE)

As described in section **§302-6 of FTR**, actual expenses for temporary housing that are reasonable and do not exceed the maximum daily rate as described below are allowable. The maximum number of days will not exceed 120 days. The maximum daily rate is determined using the actual

number of family members in the temporary housing. In order to reduce costs, only the lodging portion of the per diem rate is used for calculations.

The calculation for the maximum daily rate is as follows:

For employee, the first 30 days is the per diem rate of new location. For the remaining days, multiply per diem rate by .75.

For each immediate family member over age 12, the first 30 days is the per diem rate multiplied by .75. For the remaining days, multiply the per diem rate by .5.

For each immediate family member under age 12, the first 30 days is the per diem rate multiplied by .5. For the remaining days, multiply the per diem rate by .4.

Example: Employee and spouse for 30 days

Employee \$97 daily rate for Bryan/College Station, Texas

Spouse \$72.75 (\$97 x .75) daily rate

Maximum daily rate will not exceed \$266.75

Voucher Compliance

All travel costs are reviewed at SRS for compliance with the applicable sponsor guidelines, which may include OMB Circular A21, State of Texas grant guidelines, or special terms and conditions as indicated in the sponsor award document. All costs are reviewed for reasonableness, allowability and allocability within the appropriate guidelines and sponsor budget constraints.

Travel is responsible for coding each expense to the proper FAMIS cost category as indicated by the sponsor award document. See pages 66-80 for available codes.

Payment requests to sponsored projects must be incurred during the project period.

Expenditures are not allowed outside of the project period, unless expressly approved in writing from the sponsor.

Reasonable

Circular A-21 defines a cost as “reasonable” if: The nature and amount of the goods or services acquired or applied reflect the action that a prudent person would have taken.

Adhere to Federal & State Laws/Regulations

The cost is of a type generally recognized as necessary for the performance of the agreement

Treated Consistently

A cost may not be assigned to a federal award as a direct cost if another cost incurred for the same purpose, in similar circumstances, has been allocated to the award as an indirect cost.

A-21 requires institutions to establish a policy on which types of costs are treated as direct costs and indirect costs.

Specific Costs

All travel must benefit and be related to the purpose of the project, or scope of work.

Travel to conferences will be allowable if the PI/traveler/student working on the project will be gaining knowledge specific to the research or are disseminating the project's research results.

Foreign travel that is not specifically budgeted requires additional review of the Project Administrator. The Project Administrator will work with the PI to seek sponsor approval for foreign travel, when necessary.

Travel to solicit future research funding from other sponsors/funding sources is not allowable on sponsored funds.

Food/Meals: Business meals between the principal investigator and his employees will not be allowed on research, even if business is being discussed.

Food will be allowed for business meetings with the sponsor. Food for participants or for meetings involving visiting professors or professionals must be budgeted.

SRS Concur, Epik, Laserfiche or AggieBuy: Business Meals/Food Collaboration Reimbursement Documentation must be completed and attached to the voucher or invoice. Food/Meal costs should show prudence. Otherwise, they can be viewed as entertainment costs which will not be an allowable expenditure.

Supplies: Research and laboratory supplies are allowable.

Office supplies are allowable if they are specifically stated in the proposal budget that was approved by the sponsor, and for large-scale center activities. There are some cases when small office supply purchases will be allowed on a project.

An example might be a notebook with paper used in a research lab. In most cases, office supplies should be charged to non-sponsored sources.

OMB Circular A21, Section J, Allowable Costs is utilized to determine whether costs can be direct expenses on sponsored funds or should be considered an indirect expense.

Express Mail and Postage: Will be allowed if direct relatedness to the project can be shown.

Some allowable charges would be: returning a lab item to a manufacturer for repair, sending reports to the project's sponsor, mailing papers which disseminate research results for publication, mailing surveys.

Membership Dues: Membership in a professional or scientific organization will be allowed if the reason for joining directly benefits the research objectives. A principal investigator may have to join an organization to obtain their journals or periodicals that might contain information beneficial to the project. A membership letter must have approvals.

AggieBuy

AggieBuy is an Internet-based system implemented by Texas A&M University (TAMU) to provide a centralized purchase, invoice and vouchering marketplace. It is used by System members TAMU

and Texas A&M University at Galveston (TAMUG). Purchases, approvals, receiving, and invoice processing are all accomplished and routed through AggieBuy. This system was implemented to increase compliance with accounting guidelines, by automating processing electronically, while reducing or eliminating paper documents. AggieBuy is integrated with the Financial Accounting Management Information System (FAMIS).

Voucher Compliance and Accounts Payable staff ensure compliance with sponsor requirements, award terms and conditions, and Sponsored Research Services policies before approving for payment.

The disbursement is completed by Financial Management Operations (FMO).

Travel Invoices (Non-AggieBuy) – All System Members

Invoices for travel related expenses and registration fees are received and date stamped.

Airfare invoices are reviewed by the travel specialist for an account number and for compliance with the SRS Travel Policy.

Verify that U.S. Flag carrier is used. If the invoice indicates a foreign air carrier is being used, the travel specialist will contact the Project Administrator for allowability on the project account. If the foreign carrier is allowable, a copy of the e-mail is attached to the invoice. If the foreign carrier is not allowed, the travel specialist will contact the Principal Investigator (PI) to complete a Fly American Act exceptions form <https://srs.tamus.edu/wp-content/uploads/2013/04/FLY-AMERICA-ACT-EXCEPTIONS-FORM.pdf>. If no allowable justification is received, the travel specialist will forward invoice as instructed by PI.

The travel specialist will verify that first or business class is not used. If used, the travel specialist will contact the traveler for an allowable justification and attach to invoice.

The travel specialist will class and approve before paying.

If invoice arrives without an approval, a copy of the invoice is sent to the PI or delegate, either by email or mail, for approval and a purpose of the trip if not already known. The PI or delegate can be found on FAMIS screens 52 and/or 52b. The invoice is stamped with the “I Certify” stamp and the account number written in, if known. When approved copy is received, the approval signature is verified and initialed by the travel specialist.

Rental vehicle invoices are reviewed by the travel specialist for an account number and for compliance with the SRS Travel Policy.

Verify that the most economical vehicle was used.

Personal Accident Insurance (PAI) is not an allowable expense except for foreign travel.

The travel auditor will verify that registration invoices do not include personal costs such as entertainment, tours, and happy hours not part of required registration costs. If such costs are included, the traveler must pay with personal check.

Invoices are entered and paid in FAMIS, screen 104 once approval is received.

Voucher number always begins with the FY number. For example, if inputting in FY 2013-2014, the number will begin with “4”. Type “4” and press enter.

Type: 1

Dept. Rf. #: month number of last date of travel and traveler’s last name

State Req Nbr: your first initial and full last name

Description: type in “tr in, dates of travel, destination

Account number: account number you are expensing the expense to

Item Amount: amount of invoice you are paying

Inv: invoice number on invoice

Press enter

Travel Invoices - Laserfiche

(AgriLife Research, AgriLife Extension; AgriLife Veterinary Diagnostic Lab only)

Documents should be sent to “Travel – Disbursements” by dropping into one of the following folders in LaserFiche.

NOTE: Work in Process – Unit Folders – it is suggested to scan and save document here until ready to submit to Disbursements. It is also suggested to set up work folders in your department similar to the folders established by Disbursements (ex: A/P; A/P Rush; CBA; etc.). Once documents are placed in the WIP-Disbursements folders, departments/units no longer have access to the documents until processing has been completed by Disbursements. The same series of folders are set up for Research (TAES), Extension (TCE) and Texas Veterinary Medical Diagnostic Lab (VMDL).

Work in Process - Disbursements – Agency name (TAES, TCE or VMDL)

Accounts Payable – Use for invoices to be paid on state funds or to be paid on a combination of state and local funds

A/P – CBA Local – Airfare, Car, Hotel Direct Bill (all invoices submitted in this folder are treated as a rush)

A/P - CBA State – Airfare, Car, Hotel Direct Bill (all invoices submitted in this folder are treated as a rush)

A/P Local Funds Only - Use for invoices to be paid on local funds only including designated, contracts & grants and sales. Generally, this will be accounts starting with 2xxxxx, 4xxxxx, 5xxxxx or 6xxxxx.

A/P Local Funds Only – A/P Moving Reimbursements - Use for any type of employee relocation expenses (not travel)

A/P Rush Invoices – Use for any invoices that need to be expedited

A/P Tuition – both directly paid and reimbursements (all invoices submitted in this folder are treated as a rush)

A/P Wire Transfer Invoices

Work in Process – Disbursement – TCE

Work in Process – Disbursements – VMDL

Documents (Purchase and Travel) should be assigned to an INVOICE TEMPLATE.

Save documents as campus code and purchase order number.

Examples: 06L#####, 07L#####, 20L#####

06E#####, 07E#####, 20E#####

06P#####, 07P#####, 20P#####

All invoices/travel documents should be submitted individually via Laserfiche. If multiple purchase invoices are to be processed on the same purchase order number, save each individual invoice as a separate Laserfiche document. Example of end result: 06L##### for the first invoice, 06L##### (2) for the second invoice. Laserfiche will automatically add the numbers in parenthesis. NOTE: Travel reimbursements are processed using Concur.

Document should be scanned in the following order:

Purchase Document – Invoice; State documentation, if required; any other information

Employee reimbursement – AG-296; Invoice; State documentation, if required

Documents that should be expedited or handled as a rush can be dropped into the WIP-A/P-Rush folder for processing. This folder is located under the main WIP-Accounts Payable folder. These documents should include a sticky note or comment regarding why it is to be processed as a rush. If a document in WIP-A/P-Rush folder does not include a sticky note or comment, the document will not be processed as a rush. Special mailing instructions should be added as an Invoice Note in FAMIS, not as a sticky note on the document.

Note: All travel vouchers, CBA, moving and tuition documents are treated as rush documents and should not be placed in the A/P-Rush folder.

If multiple object class codes are used, then invoices should have the various object class codes indicated on them. Object class codes can be written on the invoice or provided in additional pages if necessary.

Additional information provided with the invoice should be accurate. Only relevant information will be retained in the permanent file.

If additional information is requested by an auditor, information should be scanned and added to the WIP-Additional Information Folder for the specific auditor that requested it. Additional information should be saved as the original document name. Departments will need to notify the auditor that information has been added to the folder. This can be done by E-mail or if a PIP is sent, notify the auditor by adding a routing note to the PIP and sending the PIP-FYI back to the auditor.

When adding sticky notes, please include a date and your initials. If you do not include this information, we are unable to identify who wrote the note or when it was written.

After Disbursements has completed processing of an invoice, it will be stored in one of the following folders: 4.2.3.1 Purchase and Travel Vouchers 4.2.3.1.1 TAES

4.2.3.1.2 TCE

4.2.3.1.3 TAMU (for department use only)

4.2.3.1.4 VMDL

Each subsection contains folders for each fiscal year and for documents on state hold. Departments and Fiscal staff should all have viewing access to these documents.

For departments using multiple department codes on purchase orders, please enter the originating department code in the Unit field of the invoice template and any additional departments in the Comments field. a. Example: DS01 prepares an L-doc for an expense to be paid on FOUR funds. On the invoice template, in the UNIT field enter DS01 and in the COMMENTS field enter FOUR. b. Example: POSC prepares an L-doc to be split with several departments. On the invoice template, in the UNIT field enter POSC and in comments field add all other departments (ANSC, ENTO, AGECE, etc.).

For FLEET department expenses, enter FLEE in the Unit field and the originating department in the Comments field. a. Example: DS01 prepares an L-doc to be paid on FLEET funds. Enter FLEE in the UNIT field and DS01 in the COMMENTS field.

Encumbering Funds

Estimated travel expenses are encumbered to the account either automatically using Concur or manually in FAMIS

FAMIS Screen 11

- ✓ Type in account number and subcode.
- ✓ Type is 1
- ✓ Type in Source number. TXXXXXX.
- ✓ Type in end date of trip
- ✓ Description. Traveler's last name, dates of travel and destination.
- ✓ Example: Nolan 5/11/00-5/21/00 Honolulu, HI
- ✓ Type in the amount of the total estimated expenses.
- ✓ D for debit (increase) or C for Credit (reduce).

Inquiry by Reference

FAMIS screen 26

- ✓ This screen can be used to check the balance of an encumbrance.
- ✓ Type XXXXXXXX in Reference number field and enter.
- ✓ This will bring up the information for that particular Travel encumbrance.

Petty Cash

Petty cash is a cash advance made upon request from the Principal Investigator (PI) of a research account for any system member. Petty cash is to allow purchases such as research supplies, reproduction expenses, human subject payments, etc. The expenses made using the petty cash must be allowable under the applicable sponsor guidelines, and receipts for each purchase must be retained for replenishment of the fund.

The PI is responsible for:

- ✓ The physical security of petty cash funds advanced in his/her custody
- ✓ The proper disbursement of petty cash funds for allowable purchases, and
- ✓ Rendering a full accounting of the funds, complete with detailed sales receipts when requesting replenishment of the fund and clearing the advance by the end of the project end date.

Petty cash funds must be kept separate from cash drawers, personal funds, and any other collected revenue. These funds are subject to periodic audits performed by Sponsored Research Services (SRS).

The PI will submit a completed Petty Cash Advance Request form to establish a petty cash fund. All petty cash advance requests require approval of the department head.

Accounts Payable is responsible for reviewing receipt documents provided in support of requests for reimbursement of petty cash expenditures, and for reimbursing the fund custodian.

Expenses paid from a petty cash fund can only be made for the purpose(s) for which the fund was authorized and must be supported by receipts, which should contain the following information:

- Date of purchase or payment;
- Name of vendor or other payee;
- Positive evidence that a payment was made, i.e., a cash register receipt or a handwritten receipt on which the word "Paid" appears;
- Amount paid;
- Description of the goods purchased (entered by the vendor if a handwritten receipt is obtained, or by the purchaser if a cash register tape is issued), or of the services provided; and
- Signature indicating receipt of purchases or services.

Purchases that are determined to be unallowable and shortages in the fund balance for missing records of purchases will be the personal responsibility of the PI. Total receipts plus the cash on hand must equal the specified amount of the petty cash fund at all times.

A reimbursement request form must be submitted no less than every six months. A check will be issued for reimbursement of allowable expenditures which will replenish the petty cash fund to its original amount or as directed.

O Vouchers

An O (zero) vouchers is a voucher with a pay end result of zero. This is used when a traveler received a travel advance and spent the exact amount of the advance or less.

Input O vouchers on screen 112.

F6382 Invalid voucher id
112 Pending Voucher Create/Modify with P.O. Numbers 07/03/14 10:43
FY 2014 CC 99

Screen: ___ Voucher: _____ Fiscal Year: 2014 Default Cost Ref: N

Doc Summary: _____

Vendor: _____
Type: _____ Dept. Ref. #: _____ Enclosure Code: _
Invoice Date: _____ Order Date: _____ Due Date: _____
State Req Nbr: _____ GSC Ord: _____
Description: _____

Cust AR NBR: _____ ACH Ovr: _ Hold Flag: N
Alt. Vendor: _____ W2/SSN: _____ Travel Hotel Zip: _____
USAS Doc Type: _ PCC Code: _ PDT Code: _
LDT Codes: _ _ _ _ _ IC: _ Reason: _
Cont Wk Force: N Confidential: _ Wire Transfer: N
Revolving: N Fund Type: Local
Prepaid Inv: N Check Nbr: _____ Check Dt: _____ Override Bank: _____
Voucher Type: _____

Budget Balance Override: Encumbrances: N Actuals: N
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Hmenu Help EHelp ACH Post Desc VSrch ReOpn Close Mlti Warns

1 Sess-1 128.194.103.18 TAMT1778 4/24

Voucher number always begins with the FY number. For example, if inputting in FY 2013-2014, the number will begin with “4”. Type “4” and press enter.

Doc Summary: Travel or Petty Cash
 Vendor: Vendor number of the person who traveled or who had petty cash funds
 Type: 1
 Dept. Rf. #: month # of last date of travel and traveler’s last name/ pty csh for petty cash
 Enclosure Code Y for Yes
 Invoice Date: today’s date
 State Req Nbr: your first initial and full last name
 Description: type “tr ex” or petty cash, dates of travel, destination
 ACH: type “Y” when vendor is set up for ACH (direct deposit)

Press Enter to go to second page

Account number : account number you are expensing the expense to
 Inv Amount: amount of travel expense you are paying
 To credit advance
 Account: general ledger number of travel or petty cash advance
 Inv Amount: amount of travel or petty cash advance
 C/R: “Y for Yes
 Inv: destination or petty cash
 Press enter twice
 Press F10 to close
 Press F5 to pay

Taxability of Expense Reimbursements

"Gross income" includes all items of value received by the employee. When an employee receives a reimbursement from their employer for business expenses incurred (i.e. airfare, meals, or lodging), the reimbursement payment technically constitutes gross income to the employee. However, a reimbursed employee business expense can be excluded from gross income if made pursuant to an "accountable plan" under which the employer requires the employee to substantiate all expenses and repay any amounts received in excess of the documented expenses. (IRS Treasury Regulation 1.62-2(c)).

In order to qualify as an "accountable plan," the following tests must be met:

1. reimbursements can only be made for business expenses incurred by the employee in connection with the performance of the employee's duties;
2. the plan must require employees to substantiate their expenses within a reasonable period of time (see below for a definition of "reasonable"); and
3. the plan must require employees to repay any reimbursements which exceed substantiated expenses within a reasonable period of time (see below for a definition of "reasonable").

If these tests are not met, the full amount of the reimbursement should be included in the employee's income (although the employee may be entitled to offset this income by deducting the expenses on his or her personal tax return). (IRS Treasury Regulation 1.62-2(c)(5)).

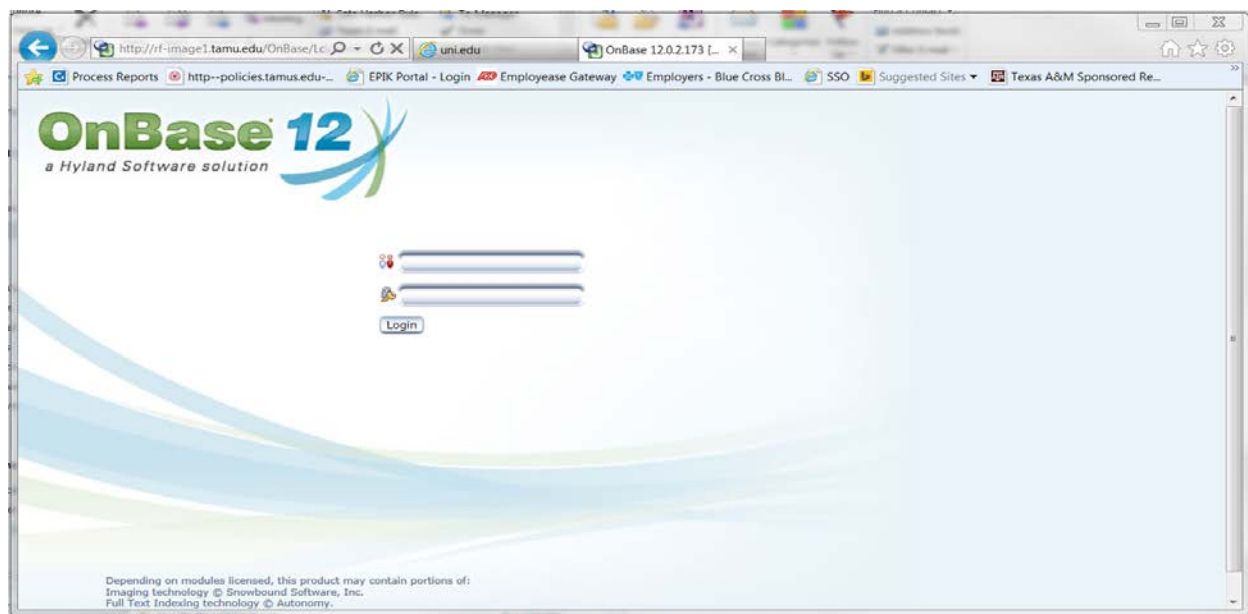
The determination of a reasonable period of time will depend on the facts and circumstances. The IRS has set forth guidelines with item 2 and 3 above regarding "reasonable period of time". In IRS Treasury Regulation 1.62-2(g)(2), the IRS has established "safe harbors" which can be used to ensure reasonableness. These safe harbors state that based upon a fixed date, an advance made within 30 days of when an expense is paid or incurred, an expense substantiated to the payor within 90 days after it is paid or incurred, or an amount returned to the payor within 120 days after an expense is paid or incurred will be treated as having occurred within a reasonable period of time.

If it is determined that any travel is taxable to the traveler, the travel coordinator will complete the **Tax Withholding on Non-Salary Compensation Items** form of the appropriate system member and send to the system member's Payroll Services department.

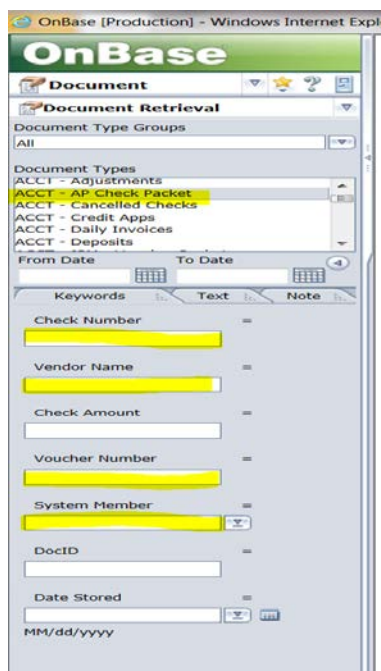
OnBase

Vouchers processed for Research Foundation and TTI are scanned into OnBase, a software storage product. With OnBase you can access from any desk and it provides inquiry to those with appropriate access.

To login to the OnBase client go to <http://rf-image1.tamu.edu/OnBase/Login.aspx>. This links you directly to the database. Enter your Username and Password.



You may now retrieve items such as check packets, cancelled checks, deposits, journal entries. Highlight the folder and put type in information you want to search by. If searching by "Vendor Name" put an * before the first name.



Expenditure Revisions

Expenditure revisions are processed to change the object class, cost reference, general ledger number or the account number after it has expensed. A current expenditure revision form can be obtained from Geraldine Royder.

All revisions will be assigned a "Z" number and be imaged under that number in OnBase and Laserfiche, etc.

MBR ID #	Select From the Drop Down Box - Bank will automatically be selected
ACH / CHECK #	FAMIS FRS Screen 168 <u>Famis Trace</u> OR <u>Check Nbr</u>
ACH / CHECK DATE	FAMIS FRS Screen 168 <u>ACH Dt</u> OR <u>Check Dt</u>
# 1. - # 4.	Answer each question completely
ORIGINATED BY:	There is a limited Drop Down Box of Names OR just type in your name
VOUCHER #	FAMIS FRS Screen 168
INVOICE NBR	FAMIS FRS Screen 168
TO ACCOUNT	Correct Account # Including Sub code XXXXXX-XXXX-XXXX Original amount can be moved to multiple accounts if needed See " moving to multiple accts " worksheet
VENDOR NAME	FAMIS FRS Screen 168 (Do Not include the Vendor #) FAMIS FRS Screen 168 If moving total amount OR list correct amount to move if only a portion of the amount listed on screen 168 Use () around the Amount if correcting a negative amount
FROM ACCOUNT DIRECTOR APPROVAL	FAMIS FRS Screen 168 XXXXXX-XXXX-XXXX Required if Transfer is Over 90 Days
COST REF Fields	IODP OR TTI should fill in the appropriate Cost Ref fields For TTI it is the Department Ref found on Famis Screen 51 IODP - Fields can be obtained from Valeria Day or Yvonne Kindt

Accounts Payable screens 163 and 168 cannot be used to see if an expense has been moved because the original voucher information stays the same after expenditure revisions. An expenditure revision in FAMIS is a journal entry that moves the expense---but it is not tied to the check or voucher. Look on transaction screens 76, 77 or 78 to find where an expense was moved. For example, enter the account number on screen 78 and input the expense code and month. Enter EXP REV in the reference field, and it will display the information.

Open Commitments

The travel coordinator will review open commitments for the Research Foundation and TTI accounts on a monthly basis. Open commitment reference numbers starting with a "T" can be found on report FBAR342 for RF and BSMR009 for TTI. Those vouchers past 30 days from end date of the trip are researched and the traveler is notified that an expense account is due within 90 days from the end date of the trip or the expenses will be considered taxable income to the traveler.

This report is also used to find encumbrances that were not released when posting the expense report.

Expense class codes

3000 - 3999 Travel

3000 - 3099 Travel - In-State

TAMUS Code	Comp Code	LBB Code	Footnote	Expense Object Code Title
3000	----	----		Travel Pool
3001	----	----		Other Expense Pool
3010	7101	2000		Travel In-State - Public Trans. - Auto Rental (includes Transportation Center rentals)
3011	7101	2000		Travel In-State - Public Trans. - Other
3012	7101	2000		Travel In-State - Public Trans.-TAMU Transportation Center
3015	----	----		Travel In-State - Mileage Greater than 25 cents/mile(frozen 9/1/99)
3016	7102	2000		Travel In-State - Mileage (Rate not to exceed the current state rate)
3017	7102	2000		Travel In-State - Mileage - Off Campus Courses (state rate)
3020	7104	2000		Travel In-State - Actual Expenses - Overnight Travel
3023	7105	2000		Travel In-State - Travel Agency Fees
3025	7105	2000		Travel In-State - Incidental Expenses
3026	----	----		Travel In-State - Hotel Tax (non Galveston) (frozen 9/1/99)
3027	----	----		Travel In-State - Hotel Tax (Galveston only) (frozen 9/1/99)
3030	7106	2000		Travel In-State - Meals & Lodging <=\$110
3031	7537	2000	***	Travel In-State - Lodging Overage (local funds)
3033	7110	2000		Travel In-State - Board Meals & Lodging
3035	----	----		Travel In-State - Partial Per Diem (frozen)

TAMUS Code	Comp Code	LBB Code	Footnote	Expense Object Code Title
3040	----	----		Travel In-State - Actual Expenses Meals - No Overnight (frozen)
3045	7105	2000		Travel In-State - Parking Fees
3050	7122	2000		Travel In-State - Single Engine Aircraft Mileage
3055	7124	2000		Travel In-State - Twin Engine Aircraft Mileage
3060	7126	2000		Travel In-State - Turbine Powered Aircraft Mileage
3065	7128	2000		Travel In-State - Apartment/House Rental Expense

3100 - 3199 Travel - Out-of-State

TAMUS Code	Comp Code	LBB Code	Footnote	Expense Object Code Title
3100	----	----		Domestic Travel Pool
3110	7111	2000		Travel Out-of-State - Public Trans. - Auto Rental
3111	7111	2000		Travel Out-of-State - Public Trans. - Other
3112	7111	2000		Travel Out-of-State - Public Trans. - TAMU Transportation Center
3114	7111	2000		Travel Out-of-State - Public Trans. - D.C.
3115	----	----		Travel Out-of-State - Mileage Greater than 25 cents/mile (frozen 9/1/99)
3116	7112	2000		Travel Out-of-State - Mileage (Rate not to exceed the current state rate)
3120	7114	2000		Travel Out-of-State - Actual Expenses - Overnight Travel
3123	7115	2000		Travel Out-of-State - Travel Agency Fees
3125	7115	2000		Travel Out-of-State - Incidental Expenses
3130	7116	2000		Travel Out-of-State - Meals & Lodging Not to Exceed the Locality-Based Allowance
3131	7537	2000	***	Travel Out-of-State - Lodging Overage (local funds)
3133	7130	2000		Travel Out-of-State - Board Meals & Lodging
3135	----	----		Travel Out-of-State - Partial Per Diem (frozen)
3140	----	----		Travel Out-of-State - Actual Expense Meals - No Overnight (frozen)
3145	7115	2000		Travel Out-of-State - Parking Fees
3150	7123	2000		Travel Out-of-State - Single Engine Aircraft Mileage
3155	7125	2000		Travel Out-of-State - Twin Engine Aircraft Mileage
3160	7127	2000		Travel Out-of-State - Turbine Powered Aircraft Mileage
3165	7128	2000		Travel Out-of-State - Apartment/House Rental Expense

3200 - 3999 Travel - Other

TAMUS Code	Comp Code	LBB Code	Footnote	Expense Object Code Title
3200	----	----		Travel Pool - Other

TAMUS Code	Comp Code	LBB Code	Footnote	Expense Object Code Title
3210	7131	2000		Travel - Prospective State Employees
3211	7131	2000		Travel Agency Fees for Prospective Employees
3300	----	----		Foreign Travel Pool
3310	7121	2000		Travel - Foreign
3311	7121	2000		Travel Agency Fees for Foreign Travel
3400	----	----		Student Travel Pool
3410	7537	2000		Travel – Students (local only)
3411	7537	2000		Travel Agency Fees for Students
3420	7537	2000	***	SOFC - Travel
3999	----	----		Travel Prior to FY 1992 (frozen 9/1/99)

4000 - 4899 Supplies and Materials (including Fuels and Lubricants)

TAMUS Code	Comp Code	LBB Code	Footnote	Expense Object Code Title
4000	----	----		Supplies and Materials Pool
4001	----	----		Supplies Pool
4010	7300	2000	%	Supplies - Office General
4011	7300	2000		Supplies - Paper Goods and Janitorial
4012	7300	2000		Supplies - Education
4013	7300	2000		Supplies - Research
4014	7300	2000		Supplies - Other (Including Ammunition)
4015	7300	2000		Supplies - Food Service - Exempt
4016	7300	2000		Supplies - Storeroom
4017	7538	2000	***	SOFC - Office Supplies
4020	7300	2000	%	Computer Consumables (diskettes, paper, ribbon, etc.)
4025	7303	2000	%	Subscriptions, Periodicals, and Information Services
4029	----	----		Fuels and Lubricants Pool
4030	7304	2000		Fuels and Lubricants - Other
4031	7304	2000		Fuels - Federal Excise Tax
4032	7304	2000		Fire Training - Fuel
4035	7307	2000		Fuels and Lubricants - Aircraft
4036	7304	2000		Fuel - Gasoline
4037	7304	2000		Fuel - Diesel
4038	7304	2000		Fuel - Propane
4039	7310	2000		Gases
4040	7310	2000		Chemicals and Gases
4041	7310	2000		Fire Training - Chemicals
4042	7310	2000		Fire Training - Foams
4043	7328	2000		Fire Training Hay
4045	7312	2000		Medical Supplies
4046	7312	2000		Medical Supplies - Dental Implants

TAMUS Code	Comp Code	LBB Code	Footnote	Expense Object Code Title
4047	7312	2000		Medical Supplies - Dental Metals
4050	7315	2000		Food Purchases (Research, Seminars, Teaching)
4051	7315	2000		Food Purchases (Research only)
4055	7328	2000		Farm, Ranch and Nursery Supplies
4056	7328	2000		Fertilizer
4057	7300	2000	%	Packing Supplies
4058	7328	2000		Pesticides
4060	7328	2000		Supplies & Materials - Roads and Highways
4065	7330	2000		Parts - Motor Vehicles
4066	7330	2000		Parts - Machinery and Equipment
4067	7330	2000		Parts - Marine Equipment
4068	7330	2000		Parts - Tractors
4069	7330	2000		Parts - Lifting Machines
4070	7331	2000	***	Plants
4071	7328	2000		Hardwood Seed
4074	7297	2000		Emergency Response - Goods and Materials
4075	7328	2000		Shop and Industrial Supplies
4076	7328	2000		Building Supplies and Materials
4077	7328	2000	@	Landscaping Supplies
4080	7333	2000		Fabrics and Linens
4085	7334	2000	%	Furnishings & Equipment (non-inv, staplers, tape dispensers, etc.)
4086	7334	2000		Furnishings & Equipment - Research
4090	7335	2000		Computer Parts & Supplies

4900 - 4999 - Regulatory and Compliance

TAMUS Code	Comp Code	LBB Code	Footnote	Expense Object Code Title
4900	7334	2000		TX DPS - Laboratory Apparatus (non-inventoriable)
4901	7310	2000		TX DPS - Precursor Chemicals
4999	----	----		Supplies Prior to FY 1992 (frozen 9/1/99)

5000 - 6999 Other Operating Expenses

5000 - 5039 - Utilities

TAMUS Code	Comp Code	LBB Code	Footnote	Expense Object Code Title
5000	----	----		Other Expense Pool
5001	----	----		Utilities Pool

TAMUS Code	Comp Code	LBB Code	Footnote	Expense Object Code Title
5010	7501	2000	@	Electricity
5015	7502	2000	@	Natural and Liquefied Petroleum Gas
5020	7507	2000	@	Water
5025	7524	2000	@	Other Utilities
5030	7526	2000	@	Waste Disposal
5035	7530	2000	@	Thermal Energy

5100 - 5199 - Telecommunications

TAMUS Code	Comp Code	LBB Code	Footnote	Expense Object Code Title
5100	----	----		Telecommunications Pool
5110	7503	2000		Telecommunications - Long Distance
5115	7504	2000	@	Telecommunications - Monthly Charge
5116	7504	2000		Telecommunications - Monthly Charge - Directly Charged to Project
5120	7510	2000	@	Telecommunications - Parts and Supplies
5125	7514	2000	@	Telecommunications - Maintenance and Repair
5130	7516	2000	@	Telecommunications - Other Service Charges
5135	7518	2000	@	Telecommunications - Dedicated Data Circuit
5140	7522	2000	@	Telecommunications - Equipment Rental
5145	7504	2000		Telecommunications - Centrex Operation Exp. (Transfer of funds in State Treasury to General Revenue Fund only)
5150	7961	2000		Telecommunications - TEX-AN (Transfer of funds in State Treasury to General Revenue Fund only)
5151	7503	2000		Tex-An - Payable to TAMU
5155	7516	2000		Telecommunications - Cable
5156	7516	2000		Telecommunications - Radio

5200 - 5259 Fees

TAMUS Code	Comp Code	LBB Code	Footnote	Expense Object Code Title
5200	----	----		Dues and Fees Pool
5201	----	----		Insurance Pool
5202	----	----		Training Pool
5210	----	----	***	Membership Dues (frozen on 09/01/01)
5211	7201	2000		Membership Dues - Business, Technical & Professional Organizations
5212	7201	2000	***	Membership Dues - Civic/Community Organization, Country Club
5213	7201	2000		Membership Dues/Fees - Other
5215	7203	2000	%	Employee Training - Registration Fees

TAMUS Code	Comp Code	LBB Code	Footnote	Expense Object Code Title
5216	7202	2000	%	Employee Computer Training - Tuition
5217	7202	2000	%	Employee Training - Tuition
5220	7204	2000		Insurance Premiums
5221	7216	2000		Insurance Premiums - Approved by Board of Insurance & Attorney General
5225	7210	2000		Employee Bonds - Notary Fees
5226	7205	2000		Employee Bonds - Surety Bonds
5230	7210	2000	%	Employee License/Certification and Fees - Other
5231	7210	2000	***	Service Charges
5232	7219	2000	***	Credit Card Collection Expense
5233	7210	2000		Fees - Demurrage
5234	7210	2000		Recreational Facility Fee
5235	7219	2000		Web Payment Convenience Fee
5240	7211	2000		Employee Awards (non-taxable)
5245	7210	2000		Visa Processing Fee
5250	7953	2000		Statewide Cost Allocation Plan Reimbursement to General Revenue

5300 - 5349 Judgments and Court Costs

TAMUS Code	Comp Code	LBB Code	Footnote	Expense Object Code Title
5300	----	----		Judgments & Court Costs Pool
5301	----	----		Consultant Services Pool
5305	7226	2000	***	Judgments - Extraordinary Items
5306	7226	2000	***	Judgments - Special Items
5310	7222	2000	***	Filing Fees - Documents
5315	7223	2000	***	Court Costs
5320	7224	2000	***	Witness Fees and Allowances (Criminal & Administrative Procedure)
5325	7226	2000	***	Judgments and Settlements - Claimant
5330	7226	2000	***	Judgments and Settlements - Other Legal Expenses
5335	7225	2000	***	Judgments and Settlements - Attorney Fees
5340	7229	2000	***	Judgments and Settlements - Claimant and Attorney
5345	7574	9999	***	Judgments and Settlements (SAGO local only)

5350 - 5369 Consultant Services

TAMUS Code	Comp Code	LBB Code	Footnote	Expense Object Code Title
5350	7240	1002		Consultant Services - Other

TAMUS Code	Comp Code	LBB Code	Footnote	Expense Object Code Title
5351	7239	1002		Consultant Services - Other - Approved by Governor's Office
5355	7242	1002		Consultant Services - Computer
5356	7239	1002		Consultant Services - Computer - Approved by Governor's Office

5400 - 5499 Professional Services

TAMUS Code	Comp Code	LBB Code	Footnote	Expense Object Code Title
5400	----	----		Professional Services Pool
5410	7243	1002		Educational/Training Services
5415	7245	1002		Financial and Accounting Services
5420	7246	1002		Legal Services
5421	7257	1002		Legal Services - Approved by Office of State Admin. Hearing
5425	7248	1002		Medical Services
5426	7248	2000		Medical Services - Drug Testing
5430	7249	1002		Veterinary Services
5434	7252	1002		Lecturers Travel Exp w/ Receipts
5435	7252	1002		Lecturers - Higher Education
5436	7252	1002		Visiting Speakers
5440	7254	2000	***	Witness Fees - Other (Civil & Expert)
5445	7255	1002	***	Investment Counseling Services
5450	7256	1002		Architectural Services
5451	7256	1002		Engineering Services
5453	7253	1002		Other Professional Services
5455	7253	1002	@	Professional Services - Subcontracts/contracts greater than \$25,000
5460	7253	1002		Professional Services w/Receipts (not 1099 taxable-may be a different Comptroller code)
5461	----	----		Inter-Agency Agreement - Local (frozen 9/1/99)
5462	----	----		Intra-System Agreement (frozen 9/1/99)
5470	7299	2000		Inter-Agency Agreement - Local
5471	7299	2000		Intra-System Agreement
5474	7297	2000		Emergency Response - Governmental Services
5475	7297	2000		Emergency Response - Non-Governmental Services
5476	7297	2000		Emergency Response - Meals and Lodging Non-Employee

5500 - 5555 Maintenance and Repair Services

TAMUS Code	Comp Code	LBB Code	Footnote	Expense Object Code Title
5500	----	----		Maintenance & Repair Pool
5510	7367	2000		Maint & Repair - Marine Equipment
5511	7368	2000		Maint & Repair - Motor Vehicles
5512	7367	2000		Maint & Repair - Machinery and Equipment
5513	7367	2000		Maint & Repair - Medical Equipment
5514	7367	2000		Maint & Repair - Tractors
5515	7367	2000		Maint & Repair - Lifting Machines
5520	7262	2000	@	Maint & Repair - Computer Software - TAMU CIS
5521	7262	2000		Maint & Repair - Computer Software - not TAMU CIS
5525	7263	2000		Maint & Repair - Aircraft
5530	7266	2000	@	Maint & Repair - Buildings
5535	7267	2000	@	Maint & Repair - Computer Equipment - TAMU CIS
5536	7267	2000	%	Maint & Repair - Computer Equipment - not TAMU CIS
5540	7270	2000	@	Maint & Repair - Roads and Highways
5543	7338	2000	@	Maint & Repair - Facilities and Other Improvements
5544	7270	2000	@	Maint & Repair - Other Infrastructure
5545	7271	2000	@	Maint & Repair - Land and Land Improvements
5546	7368	2000		Maint & Repair - Non-University Owned Vehicles
5550	7368	2000		Maint & Repair - Oil Changes
5551	7368	2000		Maint & Repair - Engine Service
5552	7368	2000		Maint & Repair - Transmission Service
5553	7368	2000		Maint & Repair - Emission System
5554	7368	2000		Maint & Repair - Tire Replace/Repair

5600 - 5699 Other Services

TAMUS Code	Comp Code	LBB Code	Footnote	Expense Object Code Title
5600	----	----		Other Services Pool
5601	----	----		Advertising Pool
5602	----	----		Contracted Services Pool
5603	----	----		Data Processing Pool
5610	7272	2000	@	Hazardous Waste Disposal Services
5615	7273	2000		Photographic Services
5616	7273	2000		Reproduction Services
5617	7218	2000		Production of Publications

TAMUS Code	Comp Code	LBB Code	Footnote	Expense Object Code Title
5620	7274	1002		Temporary Support Services
5621	7299	2000		Clerical Services - Individuals Only
5625	7275	1002	@	Computer Programming Services - TAMU CIS
5626	7275	1002		Computer Programming Services - not TAMU CIS
5630	7276	2000		Communication Services
5632	7367	2000		TTI Network Support Services
5633	7210	2000		TTI Conference Support Services
5635	7277	2000	@	Cleaning Services
5640	7281	2000		Advertising Services - Sponsored Agreements
5641	7281	2000		Advertising Services - All Other
5642	7299	2000		Embalming and Cadaver Services
5643	7299	2000		DNA Sequencing
5644	7299	2000		Dosimetry Services
5645	7284	2000	@	Data Processing Employment Services - TAMU CIS (personnel services included)
5646	7284	2000		Data Processing Employment Services - not TAMU CIS (personnel services included)
5647	7411	2000	@	Data Processing Rental Services - TAMU CIS (connect time, CPU time, printing, storage, etc.)
5648	7411	2000		Data Processing Rental Services - not TAMU CIS (connect time, CPU time, printing, storage, etc.)
5650	7286	2000	%	Freight/Delivery Services
5651	7299	2000		Accreditation Services
5652	7299	2000		Contracted Services - Curriculum Development
5653	7299	2000		Contracted Services - Framing
5654	7299	2000		Contracted Services -Lab Testing
5655	7291	2000	%	Postal Services
5656	7286	2000		Contracted Services - Towing
5657	7299	2000		Contracted Services - Sales Commission
5658	7299	2000		Contracted Services - Athletic Scouting
5659	7252	1002		Contracted Services - Workshop Participants
5660	7295	2000		Criminal and Civil Investigation Expenses
5661	7210	2000		Intra-System Assessment
5662	7299	2000		Contracted Services - Embroidery/Alterations/Sewing
5663	7299	2000		Contracted Services - Engraving
5664	7252	1002		Contracted Services - Entertainment
5665	7299	2000		Contracted Services - Research Collaboration
5666	7299	2000		Contracted Services - Research Foundation
5667	7299	2000		Contracted Services - Research Subjects
5668	7299	2000		Non-Related Research Services (1099 reportable)
5669	7299	2000		Other Contracted Services-Non exempt

TAMUS Code	Comp Code	LBB Code	Footnote	Expense Object Code Title
5670	7299	2000		Other Contracted Services
5671	7299	2000	@	Extermination Services
5672	7299	2000	@	Security Services
5673	7299	2000		Proving Grounds Services
5674	7299	2000		Electronic Media Services
5675	7299	2000		Research Equipment/Testing Services
5676	7299	2000		Graphic Services
5677	7299	2000		Information Distribution Services
5678	7275	1002		Contracted Services - Internet Web Design
5679	7299	2000		Contracted Services - Mail/Sorting
5680	7421	2000		Royalty Distribution Services
5681	7299	2000		Wind Tunnel Services
5682	7299	2000	%	Postal Services - Campus Mail Services
5683	7299	2000	@	Cyclotron Services
5684	7299	2000		Chemical Instrumentation Services
5685	7299	2000		Inter Divisional Services
5686	7299	2000		Contracted Services - Physical Plant Contracts
5687	7299	2000		Contracted Services - Utilities
5688	7299	2000		Contracted Services - Shodding
5689	7299	2000		Contracted Services - Proofreaders/Editors/Illustrators
5690	7299	2000		Regulatory Services
5691	7299	2000		Contracted Services - Officiating
5692	7299	2000		Residents
5693	7299	2000		Contracted Services - University Plus Instructors
5694	7299	2000		Dental Lab Fees
5695	7299	2000		Contracted Services - Travel - Hotel with Receipts
5696	7299	2000		Contracted Services - Travel - Transportation with Receipts
5697	7299	2000		Contracted Services - Travel - Mileage Documents
5698	7299	2000		Contracted Services - Travel - Meals with Receipts
5699	7299	2000		Contracted Services - Travel - Other with Receipts

*5750 - 5774 Non-Controlled & Non-Capitalized Furnishings & Equipment
Price Less Than \$5,000.00*

TAMUS Code	Comp Code	LBB Code	Footnote	Expense Object Code Title
5750	7334	2000	%	Office Furnishings and Equipment \$0 - \$4,999.99
5751	7334	2000		Medical, Scientific and Laboratory Equipment \$0 - \$4,999.99
5752	7334	2000	%	Institutional Furnishings and Equipment \$0 - \$4,999.99

TAMUS Code	Comp Code	LBB Code	Footnote	Expense Object Code Title
5753	7334	2000		Shop and Industrial Equipment \$0 - \$4,999.99
5754	7334	2000		Marine Equipment \$0 - \$4,999.99
5755	7334	2000		Uniforms & Clothing \$0 - \$4,999.99
5756	7546	2000		SOFC - Clothing
5760	7377	2000		PC Peripherals/Add Ons \$0 - \$4,999.99
5761	7380	2000		Computer Software \$0 - \$4,999.99
5765	7382	2000		Educational Books, Film and References \$0 - \$4,999.99
5767	7384	2000		Purchase of Animals \$0 - \$4,999.99
5770	7517	2000	%	Telecommunications - Equipment Purchase \$0 - \$4,999.99
5771	7521	2000	%	Telecommunications - Infrastructure \$0 - \$499,999.99
5772	7330	2000		Fabrication of Equipment \$0 - \$4,999.99
5773	7340	2000		Real Property & Improvements Expense
5774	7354	2000		Leasehold Improvements \$0 - \$99,999.99

5775 - 5799 Controlled but Non-Capitalized Furnishings & Equipment

TAMUS Code	Comp Code	LBB Code	Footnote	Expense Object Code Title
5775	7374	2000		Firearms (Handguns/Rifles) \$0-\$4,999.99
5777	7374	2000	%	fax Machines \$500.00-\$4,999.99
5778	----	----	%	Portable/Cellular Phones (frozen 9/1/01)
5780	7374	2000		Stereo Systems \$500.00-\$4,999.99
5781	7374	2000		Cameras \$500.00-\$4,999.99
5782	7374	2000		VCRs/TVs/Camcorders \$500.00-\$4,999.99
5783	7374	2000	%	Projectors - Agency Controlled \$500.00-\$4,999.99
5785	7374	2000		Cash Registers - Agency Controlled \$0-\$4,999.99
5786	7374	2000		Uniforms and Clothing - Agency Controlled \$500.00-\$4,999.99
5787	7378	2000	%	Computers (micro) \$500.00-\$4,999.99
5788	7378	2000	%	Printers (for Computers) \$500.00-\$4,999.99
5791	----	2000		Medical, Scientific & Laboratory Equipment - SPA Controlled - (frozen 9/1/02)
5792	7374	2000		Medical, Scientific & Laboratory Equip. - Agency Controlled - \$500.00-\$4,999.99
5793	7340	2000		Buildings-Agency Controlled - Under \$100,000
5794	7340	2000		Facilities & Other Improvements - Agency Controlled - Under \$100,000
5795	7340	2000		Infrastructure - Agency Controlled - Under \$500,000

TAMUS Code	Comp Code	LBB Code	Footnote	Expense Object Code Title
5796	7378	2000	%	Other Computer Related - Agency Controlled - \$0.00 - \$499.99
5797	7378	2000	%	Other Computer Related - Agency Controlled - \$500.00 - \$4,999.99
5798	7374	2000	%	Other Controlled Assets - Agency Controlled - \$0-\$499.99
5799	7374	2000	%	Other Controlled Assets - Agency Controlled - \$500.00-\$4,999.99

5800 - 5899 Rental and Leasing

TAMUS Code	Comp Code	LBB Code	Footnote	Expense Object Code Title
5800	----	----		Rental and Leasing Pool
5810	7406	2000		Rental of Tools and Equipment
5811	7406	2000		Rental of Office Equipment
5812	7406	2000		Rental of Medical Equipment
5813	7406	2000		Rental of Containers
5820	7411	2000		Rental of Computer Equipment
5822	7401	2000		Rental of Radio Towers
5823	7411	2000		Rental of Video Equipment
5825	7406	2000		Rental of Copying Machines
5830	7415	2000		Rental of Computer Software
5835	7421	2000		Rental of Reference Material
5840	7442	2000		Rental of Motor Vehicles
5844	----	----		Rental of Aircraft Pool
5845	7445	2000		Rental of Aircraft - Private Companies
5846	7444	2000		Rental of Aircraft - Aircraft Pooling Board
5847	7443	2000		Rental of Aircraft - University Planes - Exempt
5850	7449	2000		Rental of Marine Equipment
5855	7461	2000		Rental of Land
5860	7462	2000	@	Rental of Office Buildings or Office Space
5865	7468	2000	@	Rental of Service Buildings
5870	7470	2000	@	Rental of Space - Other (Classroom, Conference, Storage)
5871	7470	2000		Rental of Exhibit Space
5872	7406	2000		Rental of Dormitory Furniture
5875	7210	2000		Rental of Animals
5880	7470	2000	***	SOFC - Rent

5900 - 5929 Scholarships

TAMUS Code	Comp Code	LBB Code	Footnote	Expense Object Code Title
5900	----	----		Scholarships and Fellowships Pool
5905	7696	2000	@	Tuition Rebates
5907	7583	9999	@	Scholarship Discounts (contra-expense)
5910	7679	3000	@	Scholarships - Undergraduate
5915	7679	3000	@	Scholarships - Graduate
5920	7679	3000	@	Scholarships - Post Doctoral
5925	7583	9999	@	Tuition & Fee Remissions and Exemptions (offset entry only)
5928	7679	3000	@	Named Recipient Scholarship Expense
5929	7679	3000	@	Named Recipient Payments

6000 - 6049 Grants

TAMUS Code	Comp Code	LBB Code	Footnote	Expense Object Code Title
6000	----	----		Grants Pool
6010	7604	4000	@	Grants - Senior Colleges and Universities
6011		4000	@	Grants - State Pass Throughs-Agencies (frozen)
6012	7603	4000	@	Grants - Junior Colleges
6015	7613	4000	@	Grants - Other Political Subdivisions
6016	7611	4000	@	Grants - Cities
6017	7612	4000	@	Grants - Counties
6018	7643	3000	@	Grants - Individuals
6020	7623	4000	@	Grants - Community Service Programs
6025	7202	2000	@	Grants - Conferences and Seminars
6030	7679	3000	@	Grants - Student Stipends on Sponsored Research
6031	7213	2000	@	Grants - Travel & Other Related Participant Expenses
6032	7679	3000	@	Grants - Student Tuition and Fees
6033	7679	3000	@	Grants - Student Tuition & Fees - No IDC
6034	7679	3000	@	Stipends for Sponsored Research - Teacher
6035	7679	3000	@	Travel & Other Participant Expenses - Teacher
6036	7679	3000	@	Teacher Tuition & Fees - Private for Profit
6037	7679	3000	@	Teacher Tuition & Fees - Federal & Non-Profit

6100 - 6149 Debt Retirement

TAMUS Code	Comp Code	LBB Code	Footnote	Expense Object Code Title
6100	----	----		Debt Service Pool

TAMUS Code	Comp Code	LBB Code	Footnote	Expense Object Code Title
6105	7809	2000	***	Financial & Acctg Services – Bonds
6106	7809	2000	***	Financial & Acctg Services – Notes & Loans
6110	7800	9999	***	Defeasance of State Bonds
6115	7801	2000	***	Interest on State Bonds
6116	7801	2000	***	Interest on State Notes and Loans
6120	7801	2000	***	Interest - Other
6121	7801	2000	***	Interest on Other – Notes and Loans
6125	7803	2000	***	Principal on State Bonds
6126	7803	2000	***	Principal on State Notes & Loans
6130	7804	2000	***	Principal on Other Indebtedness
6131	7804	2000	***	Principal on Other – Notes & Loans
6135	7708	9999	***	Loan Repayment to Other State Agency
6140	7804	2000	***	Reallocation of Debt Service
6145	7809	2000	***	Service Charges – Bonds
6146	7809	2000	***	Service Charges – Notes/Loans

6200 - 6450 Other

TAMUS Code	Comp Code	LBB Code	Footnote	Expense Object Code Title
6200	----	----		Other Expense Pool
6210	7299	2000		Inter-agency Contracts and Transactions
6215	7902	9999	***	Trust or Suspense Payment (Including Purchase of U. S. Savings Bonds)
6225	7041	2000		Group Insurance Premiums for Retirees
6230	7806	2000	***	Penalty on Late Payment to Vendor
6250	----	2000		(FROZEN) Procurement Card Purchases
6300	----	----		Hospitality Pool
6301	----	----		Participant Cost Pool
6310	7862	9999	@	Bad Debt Expense
6315	7565	9999	***	Fines and Penalties
6320	7210	2000	***	Investment Fees
6330	7578	9999	***	Return of Loan Funds - Fin Aid Only
6335	7574	9999	***	Other Expenses - Local Only
6337	7574	9999	***	SOFC - Other Expenses
6338	7299	2000		Catering Services
6339	7546	2000	***	Food Purchases - Other Than 4050 or 6340 Purchases
6340	7546	2000	***	Business Meals
6341	7574	9999	***	Alcohol Purchases - Approved purposes and accounts only
6350	7567	9999	***	Development Fee
6351	7567	9999	***	Development Fee Return

TAMUS Code	Comp Code	LBB Code	Footnote	Expense Object Code Title
6355	7210	2000		Infrastructure Support
6360	7808	9999	***	Arbitrage
6361	7213	2000		Dormitory Charges for Students
6362	7213	2000		Food Services for Classes
6363	7252	1002		Housing for Guest Instructors
6364	7252	1002		Food Services for Instructors
6365	7203	2000		Participant Costs - Conferences & Short Courses
6366	7202	2000		Participant Costs - Tuition
6367	7203	2000		Participant Costs - Fees
6368	7203	2000		Participant Costs - Books
6369	7203	2000		Participant Costs - Materials
6370	7213	2000		Participant Costs - Travel
6371	7213	2000		Participant Costs - Travel Out of State
6372	7213	2000		Participant Costs - Foreign Travel
6373	7213	2000		Participant Costs - Room and Board
6374	7213	2000		Participant Costs - Other
6375	7299	2000		Services for Conference Expenses
6376	7300	2000		Materials for Conference Expenses
6380	7574	9999		Game Guarantee Expense
6400	----	----		Claims Pool
6401	----	----		Subgrants/Subcontracts Pool
6410	7411	2000		Use Fee for Equipment Repair and Replacement
6415	7558	9999	@	Administrative Allowance
6435	7615	4000		Subawards - State - Other Entities - first \$25,000
6436	7615	4000	@	Subawards - State - Other Entities - after first \$25,000
6437	7299	2000		Subawards - Federal - Other - first \$25,000
6438	7299	2000	@	Subawards - Federal - Other - after first \$25,000
6439	7978	4000		Subawards - Federal - TAMUS/TAMRF - first \$25,000
6440	7978	4000	@	Subawards - Federal - TAMUS/TAMRF - after first \$25,000
6441	7978	4000		Subawards - Federal-State - first \$25,000
6442	7978	4000	@	Subawards - Federal-State - after first \$25,000
6443	7615	4000		Subawards - State - TAMUS/TAMRF - first \$25,000
6444	7615	4000	@	Subawards - State - TAMUS/TAMRF - after first \$25,000
6445	7615	4000		Subawards - State-State - first \$25,000
6446	7615	4000	@	Subawards - State-State - after first \$25,000
6447	7299	2000		Subawards - Other - TAMUS/TAMRF - first \$25,000
6448	7299	2000	@	Subawards - Other - TAMUS/TAMRF - after first \$25,000
6449	7299	2000		Subawards - Other Sources/Other Entities - first \$25,000

TAMUS Code	Comp Code	LBB Code	Footnote	Expense Object Code Title
6450	7299	2000	@	and collecting IDC Subawards - Other Sources/Other Entities - after first \$25,000 and no IDC

Common Acronyms Found on Travel Vouchers

Departments, Projects, Conferences, Associations

<u>Acronym</u>	<u>Name</u>
AAAE	American Association for Agricultural Education
AAAI	Association for the Advancement of Artificial Intelligence
AACN	American Association of Critical-Care Nurses
AAG	Association of American Geographers
AAPT	American Association of Physics Teachers
AAS	American Astronautical Society
ACS	American Chemical Society
ACVP	American College of Veterinary Pathologists
AERA	American Educational Research Association AEES American Ecological Engineering Society
AFRI	Agricultural & Food Research Initiative
AFW	Automorphic Forms Workshop
AGEP	Alliance for Graduate Education and the Professoriate
AGRED program	Afghanistan Agricultural Research & Development
AGU	American Geophysical Union
AIGA	American Institute for Graphic Arts
AMS	American Mathematical Society
APBS	Association for Positive Behavioral Support
APEX	the Agricultural Policy/Environmental Extender
ARPA-E	Advanced Research Projects Agency - Energy ASA American Society of Agronomy
ASBPA	American Shore & Beach Preservation Association
ASLO	Association for the Sciences of Limnology & Oceanography
ASR	Atmospheric System Research
AWM	the Association for Women in Mathematics
BP	British Petroleum
CCRC	Clean Combustion Research Center
CERF	Coastal and Estuarine Research Federation
CREATE	Center for Risk and Economic Analysis of Terrorism Events
CSOTTE	Consortium of State Organizations for Texas Teachers Education
DARPA	Defense Advanced Research Projects Agency
DFPS	Department of Family Services
DOD	Department of Defense
DOE	Department of Energy
DOE/ASCR	Department of Energy/Advanced Scientific Computing Research
DRC	DARPA Robotics Challenge

ENUMATH	European Conference on Numerical Mathematics and Advanced Applications
EPRI	Electric Power Research Institute
ESA	Entomological Society of America
ESL	Energy Systems Laboratory
ESRI	Environmental Systems Research Institute
F4C	Families for College
FASEB	Federation of American Societies for Experimental Biology
FAZD	foreign animal and zoonotic diseases
GCR(@KAUST)	Global Collaborative Research
GLBRC	Great Lake Bioenergy Research Center
HSAD	Harmonized Support for Agriculture Development
HEC	Hydrologic Engineering Centers
HESN	Higher Education Solutions Network
IAMCS	Institute for Applied Mathematics and Computational Science
ICSA	International Chinese Statistical Association
IEEE	Institute of Electrical & Electronic Engineers
IES	Institute of Education Sciences
IOAWTA	International Workshop on Operator Theory and its Applications
IRNR	Institute of Renewable Natural Resources
ISEE	Integrating Spatial Educational Experience
KAUST	King Abdullah University of Science & Technology
MARS	Marine Science
MOVE	Methane Opportunities for Vehicular Energy
NCSL	National Conference of State Legislatures
NCTM	National Center for Therapeutics Manufacturing
NEH	National Endowment for the Humanities
NEUP grant	Nuclear Energy University Programs
NHBS	National HIV Behavioral Surveillance
NIFA	National Institute of Food and Agriculture
NNSA	National Nuclear Security Administration
NOAA	National Oceanic and Atmospheric Administration
NOSB	National Ocean Sciences Bowl
OAG	Office of the Attorney General
OMK	Operation Military Kids
OVW	Office on Violence against Women
RCN-CESAR	The Research Coordination Network-Climate, Energy, Environment And Engagement in Semiarid Regions
RPTS	Recreation, Park & Tourism Sciences
RRC	Regional Readiness Cooperative
RUAA	Recreational Use Attainability Analysis
SAMHSA	Substance Abuse and Mental Health Services Administration
SARE	Sustainable Agriculture Research & Education
SCRI	Specialty Crop Research Initiative
SIAIM	Society for Industrial Applied Mathematics
SLAM	Southwest Local Algebra Meeting
SPCAC	Structural Pest Control Advisory Committee

SRI	Stanford Research Institute
SSSA	Soil Science Society of America
STEM	Science, Technology, Engineering, Mathematics
STMA	Sports Turf Managers Association
SWAT	Soil & Water Assessment
SWRM	Southwest Regional Meeting of the American Chemical Society
TABPHE	Texas Association of Black Personnel in Higher Education
TABS	Texas Automated Buoy System
TAMUS AGEF	Alliance for Graduate Education and the Professoriate
TCALL	Texas Center for the Advancement of Literacy & Learning
TGEG	Texas Grow Eat Grow
TGLO	Texas General Land Office
TOS	The Oceanography Society
TSG	Texas State Guard
TSSWCB	Texas State Soil and Water Conservation Board
TWC	Texas Workforce Commission
TWRI	Texas Water Resources Institute
USAID	U.S. Agency for International Development
USDA-ARS	United States Department of Agriculture -Agricultural Research Service
USDA-NIFA	United States Department of Agriculture - National Institute of Food and Agriculture
USFS	United States Forrest Service
USFWS	United States Fish and Wildlife Service
USFWS	U.S. Fish & Wildlife Services
WAEA	Western Agricultural Economics Association
WEA	Western Engineering Research Association
WIC	Women, Infants & Children

MISC. ACRONYMS

<u>Acronym</u>	<u>Name</u>
ADVANCE	<i>Not an acronym-</i> an interdisciplinary collaboration among departments in STEM fields of study (Science, Technology, Engineering, and Mathematics).
BST	Bacterial Source Tracking
CDF(Fermilab)	Collider Detector @ FermiLab
COE	collection of evidence - assessment
CTL	Career Thought Leaders
DSL	Dunes Sagebrush Lizard
ENAR	Eastern Northern American Region
ENLACE	<i>Not an acronym-</i> ENLACE meaning to "connect "or 'join" is the name of the project
EPW	Environmental & Public Works
GAR	Graduate Assistant Research
GCM	Oceanic General Circulation Model
GIS(software)	Geographical Information Systems
GPS	Global Positioning System
GSW	Gulf Southwest

ICESat2	Ice, Cloud, and land Elevation Satellite
IPM	Integrated Pest Management
JMG	Junior Master Gardener
LRGR	Lower Rio Grande Region
MDF	Metal Organic Frame Works
MSI	Minority Serving Institutions
NPZ	Nutrient, Phytoplankton, Zooplankton
PQE	Physics of Quantum Electronics
RAS	River Analysis System
SAP	Systems, Applications & Products
SAW	San Antonio Water System
SPLA	Sudan People's Liberation Army
ULGCS	Ultra-low Gossypol Cottonseed
ZC	Zebra Chip

Forms

Fly America Act Exception Form

<https://srs.tamus.edu/wp-content/uploads//2013/04/FLY-AMERICA-ACT-EXCEPTIONS-FORM.pdf>

Travel Expense Form

<https://srs.tamus.edu/wp-content/uploads//2014/01/SRS-Travel-Expense-Form.pdf>

Travel Advance Form

<https://srs.tamus.edu/wp-content/uploads//2013/04/Travel-Advance-Request-Form1.pdf>

Motor Vehicle Rental Tax Exemption

<https://srs.tamus.edu/wp-content/uploads//2013/03/Motor-Vehicle-Rental-Tax-Exemption.pdf>

Hotel Occupancy Tax Exemption Form

<https://srs.tamus.edu/wp-content/uploads//2013/03/Hotel-Occupancy-Tax-Exemption-Form.pdf>

Lost Receipt Form

<https://srs.tamus.edu/wp-content/uploads//2013/03/Lost-Receipt-Form.pdf>

The Texas A&M University System

<u>Member</u>	<u>Campus Code</u>	<u>State Agency No.</u>
System Administrative and General Offices	01	710
Texas A&M University	02	711
Tarleton State University	04	713
Prairie View A&M University	05	715
Texas A&M AgriLife Research	06	556
Texas A&M AgriLife Extension	07	555
Texas A&M Engineering Experiment Station	08	712
Texas A&M Engineering Extension Service	09	716

Texas A&M University at Galveston	10	718
Texas A&M Forest Service	11	576
Texas A&M Transportation Institute	12	727
Texas A&M University – Corpus Christi	15	760
Texas A&M International University	16	761
Texas A&M University – Kingsville	17	732
West Texas A&M University	18	757
Texas Veterinary Medical Diagnostic Lab	20	557
Texas A&M University – Commerce	21	751
Texas A&M University – Texarkana	22	764
Texas A&M University Health Science Center	23	709

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