

# *Prairie View A&M University Travel Guide*



*Procurement and Disbursement Services  
Office of Travel and Expense Services*

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## 1. INTRODUCTION

This guide is a compilation of *Texas A&M University System policies and regulations* (TAMUS) and Prairie View A&M University (PVAMU) travel guidelines in accordance with the State of Texas Travel Management Program (STMP) guidelines (*Expendit and Textravel*).

As part of the State Travel Management Program (STMP), Texas Procurement and Support Services (TPASS) staff negotiate and administer statewide contracts with travel suppliers including travel card systems, airlines, rental car companies, lodging providers, and travel agencies. For more information, see the State Travel Management Program (STMP) which is located at <https://comptroller.texas.gov/purchasing/programs/travel-management/>.

When using local funds, this guide should be used as a supplement to Textravel. Periodically, updated materials on travel will be featured on the Travel Services web page (<https://www.pvamu.edu/pdsv/travel/>). Most forms mentioned in this guide can be downloaded from the Travel Services webpage. Additional travel-related information is available in the latest issue of "TexTravel," which is available at <https://fm.x.cpa.texas.gov/fmx/travel/texttravel/index.php>.

### 1.1 General Provisions

State travel regulations are established by the State Legislature and are published in TexTravel, under the State Travel Management Program (STMP) tab. These regulations serve as the foundation for PVAMU Travel Guidelines.

### 1.2 Conservation of State Funds

#### 1.2.1 *Requirements of the Travel Regulations Act*

A state employee is entitled to reimbursement of certain travel expenses required by the employing agency to conduct official state business. The amount of reimbursement is subject to certain limitations as prescribed by Chapter 660 of the Texas Government Code, the General Appropriations Act and rules adopted by the Texas Comptroller of Public Accounts.

A state agency must minimize the amount of travel expenses reimbursed by ensuring that each travel arrangement is the most cost-effective considering all relevant circumstances in accordance with Texas Government Code Section 660.007.

#### 1.2.2 *Participation in TexTravel*

The Texas Comptroller of Public Accounts created Textravel to provide information on state travel laws and rules to state agencies and institutions of higher education. Textravel is based on Texas Government Code Chapter 660, General Appropriations Act, Article IX, Part 5, and Texas Administrative Code, Title 34, Part 1, Chapter 5, Subchapter C, Section 5.22.

#### 1.2.3 *Agency and Employee Responsibilities*

Agencies must properly train employees on travel regulations and keep them informed of any changes in travel rules.

Agencies must ensure that all travel reimbursements are examined prior to payment to ensure compliance with all applicable regulations and limitations.

Employees must ensure that travel complies with applicable laws and rules and must not seek reimbursement for travel expenses that are not reimbursable in accordance with this guide. Failure to comply may result in delayed reimbursement, rejection of the traveler's expense report, or suspension of corporate liability cardholder privileges.

Employees shall immediately reimburse the University for an overpayment. An overpayment is an employee's receipt of a reimbursement that exceeds established limits, duplicate reimbursement(s), or non-reimbursable expenses (ex: personal expenses).

#### *1.2.4 Official University Business*

PVAMU will reimburse a travel expense only if the purpose of the travel clearly aligns with official university business and is consistent with PVAMU's legal authority.

#### *1.2.5 Combining University and Personal Business*

If a traveler combines personal travel with official University business travel, the traveler will only be reimbursed for expenses in accordance with the provisions of this guide. Meals, lodging, car rental or other travel related expenses incurred on personal days are not reimbursable.

Overnight meal and lodging expenses incurred at a duty point the day before or after official business are reimbursable. Overnight meal and lodging expenses incurred at a duty point more than one day before or after official business **are not** reimbursable, unless the expenses are incurred to qualify for a discounted airfare or travel reasonably requires more than one day.

A university traveler using a rental vehicle for both personal and official business will only be reimbursed for the portion of the rental charges that are attributable to official business. If the rental was only necessary because the traveler combined personal business with university business, the traveler will not be reimbursed for the rental of a vehicle.

#### *1.2.6 Department's authority to adopt internal travel rules*

A PVAMU department may specify a travel expense reimbursement rate that is less than the maximum rate established by this guide only after notifying the affected individuals in writing. Departments are solely responsible for enforcing their own internal rules.

## **2. Travel Request (TR)**

### **2.1 Approval Requirements**

An approved Travel Request **must** be on file in the Concur Expense Management System (Concur) for PVAMU employee travel, **prior** to traveling on official business, regardless of whether a reimbursement will be requested.

An approved Travel Request **must** be on file in Concur for PVAMU students, guests and prospective employees, **prior** to traveling on official business, when travel expenses are incurred by the university.

Travel requests route for approval according to the established account approval flow, as designated on the account profile. For account approval modifications, contact Accounting Services for assistance.

If the immediate supervisor is not in the designated account approval flow, the traveler **must** add additional approver(s) in Concur to include supervisory approval.

Travel requests funded with grant accounts (4XXXXX) will route to the Office of Sponsored Programs (OSP) for approval. To ensure routing to OSP, the 'Contracts and Grants' field on the travel request header must be changed to 'Yes'.

Travel Services provides final approval of travel requests. Travel requests that are incomplete and/or without sufficient funds in the designated account provided will be returned to the traveler for modification and resubmission. It is imperative that travelers submit requests at least two weeks prior to the start of the trip to ensure complete approval is obtained prior to incurring any expenses related to the trip.

**NOTE:** In cases that charges are incurred and the trip is not approved for any reason, the traveler may be liable for reimbursement of charges.

## **2.2 Purpose of Travel**

A statement of the benefit of the travel to PVAMU must be on the travel request. "Attending a meeting" is not an acceptable reason or purpose for making a trip. Employee must state the benefit of travel to the university and how the travel relates to the accomplishment of his/her official duties.

If a paper is to be presented, the title or topic and the benefit to the University must be indicated on the travel request. If an acronym is used in the purpose of travel, it must be identified at least once on the travel request.

## **2.3 Procedure**

Travel requests should be entered in Concur at least two weeks prior to trip departure. Concur is accessed through Single Sign On.

An approved travel request encumbers (reserves) funds in the designated accounts to support reconciliation and reimbursement of travel expenses. Estimated travel expenses on the travel request may include airfare, lodging, meals, taxi, parking and incidentals.

Airline reservations should be made through the current State of Texas contracted travel agent, presently, Corporate Travel Planners, via Concur, and charged to the PVAMU Central Billing Account. Booking airfare outside of Concur is highly discouraged. Although not required, lodging and vehicle rental reservations may also be made through Concur.

## **2.4 Foreign Travel Requests**

Requests for foreign travel, including Canada or Mexico, require approval by the Senior Vice President for Business Affairs or designee. To allow for proper review and approvals, travel requests are to be submitted at least three weeks prior to trip departure.

For purpose of the pre-trip approval process, travel to Canada and Mexico must be denoted on the travel request as foreign travel and must comply with and follow requirements of foreign travel as

stated below. However, for the post-trip expense report, travelers must use out-of-state coding for travel to Canada and Mexico.

If travel to a foreign country including Canada and Mexico, is at **NO COST** to the University, the travel approval process for foreign travel is still required.

The [Export Control Checklist](#) (ECC) **must** be completed and attached to the travel request. The ECC form is for PVAMU to conduct an export control evaluation to ensure the traveler is in compliance with Export Control regulations.

The 'Foreign Risk' field on the travel request **must** be populated with:

- Country(s) not under a warning, or
- Country(s) under US State Dept. Warning

The 'Foreign Country' field(s) **must** be populated with the country of destination. If traveling to multiple countries, each country **must** be listed in subsequent 'Foreign Country' Fields.

Countries with travel warnings are identified on the State Department webpage and can be accessed using the following link:

<https://travel.state.gov/content/travel/en/traveladvisories/traveladvisories.html/>

Travel to Extreme Risk countries or Extreme Risk regions, identified by System Risk Management in the following link, requires a completed [International Travel Questionnaire for Extreme Risk Countries](#) and **must** be attached to the travel request for submission to System Risk Management for review.

<http://assets.system.tamus.edu/files/safety/pdf/travelrisk.pdf>

## 2.5 Travel to Washington, D.C.

When travel is supported by state funds (1xxxxx account numbers), University employees traveling to Washington, D.C. for activities that involve obtaining or spending federal funds or that impact federal policies must inform the [Office of State-Federal Relations \(OSFR\)](#) at least ten days prior to commencing travel. Notification requires completion and submission of the following form:

[https://gov.texas.gov/uploads/files/general/State\\_Funded\\_Travel\\_To\\_DC\\_Form\\_2015.pdf](https://gov.texas.gov/uploads/files/general/State_Funded_Travel_To_DC_Form_2015.pdf).

The traveler must include information about the timing and purpose of the trip and provide OSFR with the name of an individual who may be contacted for additional information.

A copy of the form must also be attached to the travel request.

## 3. Travel Expense Report

Travel expenses must be reconciled and submitted for reimbursement using the Expense Report feature in the Concur, within 15 days after the end of travel.

Expenses must be reasonable, necessary, and appropriate for the account being charged as determined by budget guidelines and travel regulations.

Expense reports must be properly supported with sufficient documentation of expenses including itemized receipts (documenting payment), conference brochures, odometer readings, etc.

Employees may only be reimbursed for approved travel expenses incurred on behalf of another employee, student, prospective employee, or prospective student if the person being reimbursed incurred the expense.

The State Travel Management Program (STMP) was developed in an effort to reduce the cost of travel expenditures. The STMP has negotiated contracts for airlines, hotels and rental cars. All travel expenditures must adhere to the Program guidelines, unless advanced approval of exemptions is provided by PVAMU Travel and Expense Services Office.

### **3.1 Safe Harbor**

The IRS' Safe Harbor rule states that all reimbursements must be adequately accounted for within 90 days or the expense will be reported as **taxable income** to the employee.

Approved employee travel reimbursements in Concur and non-travel reimbursements in Panther Buy that do not adhere to these deadlines will be treated as **taxable income** to the employee.

### **3.2 Airfare Expenses**

Travelers should use the contracted travel agency, Corporate Travel Planners (presently), to purchase airfare for university approved travel. Airfare may be purchased online through Concur or by contacting the travel agency directly at 1-866-901-3377.

Airfare booked through Concur or directly with Corporate Travel Planners must be charged to the employee's or travel arranger's University-issued Travel Card.

A Travel Request must be prepared and submitted via Concur detailing all expenses including airfare. After the request has been approved and funding has been verified, the employee or travel arranger may proceed with making airline reservations.

Upon verification of a fully executed Travel Request, the PVAMU Program Administrator will authorize purchase of the ticket to the University-issued Travel Card.

Travelers using the University-issued Travel Card are automatically covered by \$500,000 in Automatic Common Carrier Travel, Accidental Death, and Dismemberment Insurance.

#### *3.2.1 Airfare Travel Agent Processing Fee*

Travel agent processing fee will be charged to the same account as the airfare. This processing fee will be charged once a ticket is issued. Processing fees vary according to the mode of purchase (i.e. online airfare \$2/car rental \$0/hotel \$0, direct contact for travel agent assistance \$18-\$27 per ticket, etc.)

#### *3.2.2 Airfare Baggage Charge*

The university will reimburse the traveler for the fee on the first checked bag only. Excess baggage charges for personal belongings are not reimbursable. Excess baggage charges for transporting business-related items must clearly describe the business items being transported on the expense report to be reimbursed.

#### *3.2.3 Cancellation of Flight*

If a trip is cancelled after the purchase of an airline ticket, the traveler or travel arranger must request a cancellation of the flight. If the flight was purchased using Concur's online software, the cancellation can also be processed through the online software.

The *traveler* will receive a credit if the ticket is refundable and will generally have up to a year from the date of the purchase of the original ticket to use the credit. A change fee may apply in these instances.

If cancellation of the trip is due to a business reason, personal emergency or natural disaster, the change fee is reimbursable and/or payable by the university. However, the traveler is responsible to pay the fee if the cancellation is for other personal reasons.

If the airfare is non-refundable, the airfare expense must still be reconciled through the submission of an expense report in Concur.

All other expense encumbrances for the canceled trip will be liquidated when an expense report is processed to reconcile the airfare.

#### **3.2.4 Receipt Requirements**

For reimbursement of airfare that is not booked through the contracted travel agency, a receipt must be attached to the expense report. The receipt should include the following: name of the traveler, vendor name, ticket number, class of transportation, amount of fare, origin, destination and dates of each leg of the trip and proof of payment.

### **3.3 Fly America Act**

The Fly America Act (41 CFR 301-10.131 through 301-10.143) requires that all federally funded travel be on a US Flag Air Carrier or US Flag Carrier service provided under a code-share agreement except under specific situations.

To ease the burden on the traveler or their booking designee, PVAMU has contracted with Corporate Travel Planners (CTP) to ensure compliance with the Fly America Act when airfare is booked through CTP. CTP will book within compliance or an acceptable exception will be noted that carries to the expense report in Concur.

While booking through CTP, either via the Concur online booking tool or calling them directly (recommended) a traveler may choose to accept this responsibility and book through other means. By doing so, the traveler assumes 100% responsibility that the airfare is in compliance or a valid exception is documented. Documentation must be attached to the Concur expense report. Documentation of compliance is the appearance of the US flag air carrier's designator code and flight number on tickets or associated documentation (e-Ticket itinerary) for all legs of a trip. Should the travel be booked with a service other than Corporate Travel Planners, the exception form is available on the Travel Services webpage.

#### **3.3.1 Exceptions to the Fly America Act**

The Most frequently used exception to the Fly America Act are the [Open Skies Agreements](#). On October 6, 2010, the United States and European Union (EU) ["Open Skies" Air Transport](#)

[Agreement](#) 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.

These agreements with other nations allow travel on foreign airlines under certain conditions when using federal funds.

Information about the four Open Skies Agreements along with a list of participating countries is available [here](#).

There are other exceptions to the Fly America Act that may be appropriate as well. A list of exception criteria may be found in the [Federal Travel Regulation Guidelines](#), sections 301-10.135–138.

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, the [Fly America Act Exceptions Form](#) must be completed and attached to the travel expense report.

### **3.4 Car Rental Expenses**

University employees should use the STMP contracted vendors for car rental whenever possible. Contract rates are usually much less than market rates and include the required coverage. For domestic rentals, additional coverage is not required when picking up the vehicle. Therefore, travelers should refuse any additional coverage offered.

The STMP contract does **not** extend to university guests, nor to foreign countries. These rentals are considered as off-contract rentals and the insurance coverage should be accepted.

State agencies are exempt from the Motor Vehicle Rental Tax. When renting a car in Texas, present the Motor Vehicle Rental Exemption Certificate to the vendor when picking up the car. The certificate may be downloaded from the Travel Services website.

#### *3.4.1 Four-Per-Car Rule*

When employees travel on the same dates with the same itinerary, and using state funds, they must coordinate travel. When four or fewer employees travel on the same itinerary, only one rental car should be rented. Personal itinerary changes are not a valid exception, only business itinerary differences allow for an exception to the rule.

#### *3.4.2 Receipt Requirements*

Receipts must be attached to the expense report, must show itemization of all charges, starting and ending dates of the rental, name of the renter and proof of payment.

#### *3.4.3 Rental Car vs. Mileage Reimbursement Comparison*

When using state funds, one must calculate the most cost-effective method of transportation and use that transportation, or the reimbursement will be limited to the most cost-effective method.

### **3.5 Personal Car Mileage**

#### *3.5.1 In-State Mileage*

Mileage may be reimbursed anytime a personally owned vehicle is used for official university business; however, mileage from home to headquarters is not reimbursable under any circumstances. Travelers may use odometer readings or any readily available online mapping service to calculate their mileage.

Point-to-Point/address-to-address mileage breakdown must be provided as documentation using either the odometer readings or the online mapping services, described above.

Concur uses a built-in mileage calculator (Google Maps) and posted rates to automatically calculate and document point-to-point mileage. The preferred method is for the traveler or delegate to use the Concur mileage calculator to document and calculate mileage.

#### *3.5.2 Out-of-State Mileage*

When claiming mileage to travel outside the state of Texas, mileage reimbursement will be limited to the lowest available airfare for the business itinerary.

A cost comparison must be attached to the expense report for any personal mileage claimed for out of state travel. The cost comparison must contain documentation (screen print, quotes, etc.) of the costs of the airfare for the business itinerary.

When calculating the mileage, it will be limited to the cost of the documented lowest available airfare. If the calculated mileage is less than the airfare, only the calculated amount will be reimbursed.

Follow the rules under In-State Mileage to calculate and document the mileage.

#### *3.5.3 Four-Per-Car Rule*

When employees travel on the same dates with the same itinerary, and using state funds, they must coordinate travel. When four or fewer employees travel on the same itinerary, only one employee may receive full reimbursement for the calculated mileage. Personal itinerary changes are not a valid exception, only business itinerary differences allow for an exception to the rule.

#### *3.5.4 Local Mileage*

If an employee's primary place of employment (designated headquarters) is not located on PVAMU's main campus, the employee is entitled to claim reimbursement for mileage from their office to the main campus for travel relating to university business only (i.e., required meetings, dropping off or picking up business documents/equipment). Claiming mileage for traveling to PVAMU's main campus to pick up an employee's personal paycheck is not considered reimbursable travel.

### 3.5.5 *Travel between a Residence to Airport or Airport to Residence*

An employee may be reimbursed mileage when traveling between a residence and an airport.

If the travel occurs during working hours, the reimbursement should not exceed the reimbursement that would be paid if the employee had traveled between the employee's place of employment and the airport.

The latest time that an individual may check in for the flight as specified by the airline, determines whether travel to the airport occurs during working or non-working hours.

If flight check-in time is before/after work hours, mileage claimed may be from residence.

### 3.5.6 *Mileage incurred by another person while transporting a University employee*

University employees may be reimbursed for the mileage incurred by another person while transporting the university employee between the employee's residence and an airport. However, the reimbursement may not exceed the reimbursement that would be paid if the employee had parked a personally owned motor vehicle at the airport. This section only applies when the purpose of traveling between a residence and the nearest airport is to board or disembark from a flight.

## 3.6 **Fuel Expenses**

Fuel expenses **are not** reimbursable when travel is incurred using the traveler's personal vehicle. Travelers using their personal vehicles will be reimbursed according to the current mileage allowance rate.

### 3.6.1 *Fuel expenses for rental vehicles*

When renting a vehicle, or traveling in a University vehicle, it is recommended to use the travel card for the fuel purchases. Most rental car vendors require the car to be returned with the same level of fuel as it was at the time of pickup. If not, an inflated amount per gallon will be charged to fill up the car or return it to the original level at the time of pickup. Therefore, in an effort to conserve funds, it is recommended that the traveler refuel prior to returning the vehicle.

### 3.6.2 *Receipt requirement*

A receipt is required to substantiate all fuel expenses. The receipt must provide the date and amount of the expense. Additionally, when traveling in a University vehicle, a comment must be provided on the expense report stating the fuel expense is for a University vehicle.

## 3.7 **Parking and Tolls**

University travelers may be reimbursed for parking and toll expenses paid when traveling on official university business in a personally owned or leased vehicle, a rented vehicle, or a university-owned or leased vehicle.

A receipt is required to substantiate parking or toll charges in excess of \$10.

### 3.8 Lodging Expenses

An employee is entitled to reimbursement for lodging expenses incurred on days that the employee conducts official university business at a duty point located outside the employee's designated headquarters. The State Travel Management Program (STMP) provides a list of all state-contracted hotels. STMP's contracted lodging establishments should be used whenever possible.

Lodging expenses incurred while traveling to and staying at a duty point the day before/after official university business begins/ends at the duty point are reimbursable.

Lodging expenses incurred while traveling to and staying at a duty point **more than one day** before/after official university business begins/ends are not reimbursable, unless the expenses are incurred to qualify for a discount airfare. The amount of hotel and meals, plus the amount of the discount airfare must be less than the cost of an average contracted coach airfare that would be incurred had the employee not stayed the extra day at the duty point to qualify for a discount airfare.

Lodging expenses are limited to the maximum GSA per diem rate for the duty point. GSA per diem rates are available on the web at <https://www.gsa.gov/travel-resources>.

#### 3.8.1 Lodging Receipt Requirement

A receipt issued by a lodging establishment must be included in the supporting documentation for the reimbursement or reconciliation of the lodging expenses.

The lodging receipt must be itemized and include proof and method of payment, with a zero balance.

#### 3.8.2 Employees Sharing Hotel Rooms

When travelers share a hotel room, each individual must obtain a receipt from the hotel. Receipt must have the traveler's name and date(s) of the stay.

If the hotel does not give separate receipts, one receipt may be obtained provided each traveler's name appears on the receipt. Each traveler may only claim half of the cost and allowable taxes of the room. A statement must be written on the receipt stating "only one half of hotel cost is being claimed."

Each traveler must process Concur expense reports and claim their half of the expenses.

A State employee may charge another State employee's lodging expenses to his/her State issued travel card. In this case, the hotel charges and local taxes need to be itemized daily, per employee. On the expense report, the name of the "guest" traveler needs to be added on the expense line item, as an "attendee". The Travel Request for the owner of the expense report must be attached to the expense report. The second traveler's travel request number should be referenced on the expense line item.

#### 3.8.3 Lodging Expense for Foreign Travel

Lodging expenses are reimbursable for overnight foreign travel and travel to Canada, Mexico, the U.S. Possessions of Samoa, Guam, Puerto Rico, and Virgin Islands. The lodging expense is limited to the US Department of State's per diem rate.

A receipt issued by a lodging establishment must be included in the supporting documentation for the reimbursement or reconciliation of the lodging expense. The receipt must be itemized and converted to U.S. dollars using the conversion tool in Concur.

#### *3.8.4 Hotel Occupancy Tax Exemption Certificate*

All employees of PVAMU are considered to be employees of a **state** educational organization. As such, they are exempt from the state portion of the Hotel Occupancy Tax when traveling in the State of Texas.

The Texas Hotel Occupancy Tax Exemption Certificate **must** be presented to the hotel to receive the exemption. The certificate may be downloaded from the Travel Services website.

Reimbursements for Texas Hotel Occupancy Tax charged on lodging will be made only in those instances where the traveler attempted to claim exemption as an employee of an educational organization but was denied by the lodging establishment. A note to this effect must be stated on the expense report.

City, county and local taxes are reimbursable. However, tax is only reimbursable on the amount submitted for allowable lodging reimbursement amount on the expense report, (i.e. if the amount claimed for lodging is less than that shown on the receipt, employee will only be reimbursed for applicable tax on the lesser lodging amount).

When traveling out-of-state, the entire amount of tax charged may be claimed and no exemption form is needed. However, tax is only reimbursable on the amount of lodging claimed. (i.e., if the lodging rate is \$100 and traveler is only allowed to claim \$75, then only tax on \$75 may be claimed on the expense report).

#### *3.8.5 Exception to Higher Lodging Rate*

A traveler may claim less than the maximum meal reimbursement rate for a duty point and use the amount of the reduction to increase the maximum lodging reimbursement rate for the duty point. This is allowable for in-state and out-of-state travel.

If using this option, it must be notated on the expense report. This option does not require additional approvals.

Department Budget Authorities may approve hotel rates higher than the maximum GSA Per Diem Rates, provided the travel is paid from a discretionary or local funded account.

When travel is funded by state accounts, a completed and approved [In-State/Out-of-State Higher Lodging Request Form](#) must be attached to the expense report and made available upon request during State Comptroller post-payment audits.

When travel is supported by federal funded accounts (4xxxxx), lodging expenses are limited to 150% of the GSA per diem rates.

### 3.9 Meal Expenses

An employee is entitled to reimbursement for meal expenses incurred on days that the employee conducts official university business at a duty point located outside the employee's designated headquarters.

The reimbursement is for actual expenses and **may not exceed** the daily maximum GSA per diem rate for the duty point. GSA per diem rates are available on the web at <https://www.gsa.gov/travel-resources>. This reimbursement limit applies without a carryover from one day to another.

Reimbursement will not be made for the purchase of alcohol or alcoholic beverages unless supported by allowable institutional funds and written approval is provided by the President or designee. Detailed receipts clearly indicating the purchase of alcohol are required.

#### 3.9.1 Meal Receipt Requirement

Itemized meal receipts are required for all meal reimbursement requests in excess of \$10, regardless of the method of payment. Reimbursement will not be made for the purchase of alcohol or alcoholic beverages. However, tips on meals, up to 20%, may be reimbursed from local accounts and are included in the daily maximum amount. Meals reimbursement claims must be itemized on a daily basis.

#### 3.9.2 Non-overnight Travel

Meals are not reimbursable without an overnight stay.

#### 3.9.3 Business Meals

Business meals may be purchased using the travel card.

An itemized receipt, names of attendees and purpose of the business meal must be documented in the expense report.

### 3.10 Packaged Travel Arrangements

A university employee may purchase a conference travel package for official university business, to include, lodging, meals, transportation, incidental, and registration fees. The package must identify the cost of each type of expense included in the package.

Each expense type is reimbursable only to the extent it would be reimbursable had it not been included in the package. For example, if a package of travel arrangements included a lodging expense in Texas of \$90 per day, and the GSA allowable is \$80 per day, then only \$80 of the expense is payable or reimbursable.

When the package of travel arrangements includes a registration fee, meals, lodging, or meals and lodging, the mandatory meals and lodging expenses are fully reimbursable.

Meals and lodging expenses that are not mandatory are reimbursable only to the extent they would be reimbursable had they not been packaged with a registration fee.

### *3.10.1 Receipt Requirement*

An itemized receipt must be attached to the expense report. The receipt must be complete and show proof and method of payment.

### *3.10.2 Expense Type Determination*

A meal or lodging expense that is mandatory with a registration fee is considered to be a part of the registration fee and must be charged to the same expense classification as the registration fee.

A meal or lodging expense that is not mandatory must be stated separately from the registration fee and must be charged to the applicable expense classification for meals and lodging.

## **3.11 Social Events Meals and Activities Cost**

Social event meals that are not included as part of registration must be considered as part of the daily GSA allowable meals.

Social activities unrelated to conference, such as golf, sightseeing, etc. are not reimbursable, unless necessary for business purposes, supported by local funds, and approved by the account budget authority. The business purpose must be clearly stated in the expense report.

## **3.12 Conference Registration Fees**

Payment for registration fees should not be made more than six weeks in advance of the event, except when registration is required farther in advance to reserve space or to obtain a substantially reduced rate (early bird or limited seating). Proof is required.

Claim for reimbursement must be submitted on an expense report with an attached copy of the payment receipt and registration form.

## **3.13 Incidental Expenses**

University travelers may be entitled to the reimbursement of incidental expenses if incurred for an official university business reason. Itemized receipts are required for all incidental expenses.

### 3.13.1 Reimbursable incidental expenses

Reimbursable incidental expenses include, but are not limited to:

- Hotel occupancy or local taxes
  - State of Texas hotel occupancy taxes may be reimbursable on local accounts only, when exemption certificate is not accepted by the hotel.
- Business telephone calls
- Repair charges when a university-owned motor vehicle is used
- Business copying charges
- Freight charges for university equipment or materials
- Mandatory service charges for loading and unloading state equipment
- Foreign travel passport or visa charges, airport boarding passes, and departure taxes
- Business postage expenses
- Business facsimile charges
- Notary fees
- Charges to exchange U.S. currency for foreign currency and vice versa
- Books or documents purchased for and while attending a seminar or conference.
  - A signed statement must be included with the travel expense report that the books or documents will remain the property of PVAMU.

### 3.13.2 Non-Reimbursable incidental expenses

Non-reimbursable incidental expenses include, but are not limited to:

- Any expense that does not relate to official university business.
- Any expense, with the exception of parking and toll expenses that are related to the operation of a personally owned or leased motor vehicle.
- Excess baggage charges for personal belongings
- Personal expenses, such as the rental or purchase of videotape for entertainment, an alcoholic beverage, dry cleaning, or laundry
- Kennel expenses for a pet

## 4. Travel Advance

Faculty and staff are generally not eligible to receive a travel advance. However, under certain extenuating circumstances, such as foreign travel, a travel advance may be issued upon approval of an exception as requested in writing through the Travel Services Office.

Under no circumstances will a travel advance be permitted to an employee that is on state hold, or that is under suspension of the agency liability travel card program.

Additionally, travel advances will not be issued, when travel is supported by state funds.

If a travel advance is provided, proper reconciliation on a travel expense report is required for all travel expenses, inclusive of travel advance expenses, no later than 14 days after the trip is completed.

If the traveler has a negative balance on the expense report, the traveler must repay excess advance funding to the Treasury Services Office, to be applied to account number 000304-00000 and account code 1615.

Employees that do not return previous advances within the approved time limits may not be issued advances in the future, and is subject to being placed on “State Hold”.

Travel advance forms may be downloaded from the Travel Services Website.

#### **4.1 Travel Advance Procedures**

Employees must complete the Travel/Non-Travel Advance Voucher that is available for download from the Travel Services Website.

The form must be accompanied by a detail list of expenses that the advance will be used for. Advances are only provided for reasonable expenses such as meals, lodging, rental car, taxi, parking, etc. Lodging and meal advances are limited to the maximum GSA per diem rate allowed for the destination.

If the travel involves students, the Student Passenger List and Trip Itinerary must also be attached to the advance voucher.

Upon completion the Advance Voucher, expense breakdown, and other supporting documentation should be submitted to the Travel Services Office at least two weeks prior to the start of the trip.

The Travel Office will contact the traveler once the advance check is available for pick up from the Treasury Services Office.

Travel Advance balances due to PVAMU must be deposited to account number 000304-00000, account code 1615 within 15 days after the end of travel. A copy of the payment receipt must be attached to the expense report.

In the event the trip is not taken, Travel Services should be notified immediately and the travel advance must be returned to the Treasury Services Office the following business day after the cancellation.

A travel advance may not be given for registration fees, nor airline tickets. Registration fees should be paid with a University issued credit card or processed through PantherBuy for a check issued to the organization. Airline tickets are purchased through Concur.

### **5. Agency Liability Travel Card Program**

#### **5.1 Purpose**

The State of Texas corporate travel card program is provided to eligible employees for the purpose of paying for expenses associated with official University travel.

#### **5.2 Eligibility**

University employees are eligible to receive a corporate travel card if the following conditions are met:

- The employee is expected to take at least three trips per fiscal year for official university business; or
- The employee is expected to spend at least \$1,000 per fiscal year for official university travel.

### **5.3 Procedures**

To obtain a corporate travel card, university employees must:

- Complete and submit the CBA Travel Card Application (available for download on the Travel Services webpage) to the Travel Services Office, and
- Attend mandatory travel training.

Once the application is received in the Travel Services Office, the program administrator will verify eligibility of the employee and submit the application to Citibank for final processing.

Upon receipt of the corporate travel card, the program administrator will notify the employee via email to pick up their card. The normal response time for an application to be processed is 10-14 business days.

### **5.4 Travel Card Controls**

All travel cards have single transaction and monthly cardholder spending limits. Limits may vary for each cardholder and will be established by the program administrator in conjunction with approval from the dean/department head.

The single transaction limit is generally set at \$2,000 and the monthly credit limit is generally set at \$3,500. A cardholder should not attempt to make a purchase greater than his/her approved amount or to make multiple purchases from the same vendor over a period of time to circumvent delegate purchasing limits.

Temporary adjustments can be made to the single transaction and monthly credits limits. These requests must be submitted in writing from the dean/department head.

### **5.5 Reconciliation**

The cardholder is responsible for reconciling all card transactions within 15 days after the end of the trip.

Reconciliation is completed by importing expenses onto an expense report in Concur, completing daily itemization of hotel expenses, attaching applicable receipts to support the transactions, and submitting the report for approval.

Transactions that have not been reconciled within 45 days may subject the employee to suspension of travel card spending privileges.

If an expense report is not submitted after suspension of the travel card, notification will be made to the employee's department head, Vice-President, and to the Senior Vice-President for Business Affairs for a determination of additional consequences.

If a cardholder receives three suspensions within a one-year period, the employee's travel card will be subject to cancellation.

## **5.6 Monitoring**

The State of Texas requires each agency participating in the Corporate Credit Card Program to monitor the use of the corporate cards for compliance with program restrictions.

To assist in this process, the Travel and Expense Services Manager receives a monthly report of activity.

Any employee identified as purchasing apparent non-travel related items will be contacted by either the Travel and Expense Services Manager or the University Compliance Office, and reminded that the corporate credit card is only to be used for official University travel expenses.

Failure to cease making non-authorized purchases on the corporate credit card will ultimately result in the card being canceled, and other penalties as determined by PVAMU Administration.

Additionally, travel card transactions must be reconciled on an expense report within 15 of incurring the expense.

The Travel and Expense Services Manager will review outstanding expenses on a monthly basis. Cardholders with travel card transactions greater than 30 days old will receive a direct notification from the Travel Office requiring immediate reconciliation of expenses, in addition, to the daily system notifications from Concur.

Cardholders with travel card transactions greater than 45 days old will be subject to suspension and/or cancellation of cardholder spending privileges.

Cardholders may be required to re-attend travel training prior to reinstatement of travel card spending privileges following a suspension.

## **5.7 Non-Compliance**

Non-adherence to State and University Travel Card policy and procedures may result in revoking of cardholder privileges. All non-compliance will be monitored. Non-compliance is defined as late receipt of expense reports, unallowable purchases, and insufficient documentation to support expenses.

Cardholders whose spending privileges have been suspended three times within a 12-month period will be subject to cancellation of their travel card for a minimum of one year.

Misuse of the travel card may result in termination of employment if a card holder is found to be negligent in their duties as a cardholder. It is the policy that if anyone should intentionally violate or misuse the travel card that the university will pursue actions against the cardholder to include termination of employment and recovery of loss funds through placing the employee "On Hold" with the State of Texas..

## **5.8 Card Security**

Cardholders are responsible for security of the travel card.

The card must be treated with the same level of care provided to personal charge cards.

Card number should be guarded carefully and should not be posted in a work area or left in a conspicuous place.

Cardholders should avoid allowing vendors to place their card number "on file" for future purchases.

The only person authorized to use the travel card is the cardholder whose name appears on the card.

If a travel card is lost or stolen, cardholders must immediately contact Citi Bank Customer Service Center at **1-888-836-5011**. After contacting Citi Bank, cardholders should notify the Travel and Expense Services Manager and the appropriate Department Head.

Prompt, immediate action can reduce our liability of fraudulent activity. It is imperative that you contact the bank immediately for suspension of your card because PVAMU is responsible for all charges made on the card until it has been cancelled.

## **5.9 Credits and Disputed Charges**

Should a problem arise with a charge, the cardholder shall make every attempt to first resolve the issue directly with the vendor. Review of future statements is vital to ensure the account is properly credited for credits and disputed charges. The returned, credited or disputed item shall be noted on the expense report.

If a cardholder cannot resolve a disputed item directly with the vendor, then the cardholder shall complete the Statement of Disputed Item Form and forward to Citi Bank. Citi Bank will place the charge in a "Statement of Dispute" and the account may be given a provisional credit until receipt of adequate documentation from the vendor. If the documentation appears to be in order, the transaction will be re-posted to the account and the dispute considered closed. If the charge is suspected to be fraudulent, the card will be immediately blocked, continue to have a provisional credit (if given) and an investigation of the charge will continue. A new card will then be re-issued to the cardholder, if appropriate. If the charge appears legitimate, the transaction will then post to the new account.

NOTE: The Travel Services Office is your partner in this venture and will assist with dispute resolution, as necessary.

## **6. Key Program Contacts:**

### ***Travel Specialist II:***

Laura Bell  
[labell@pvamu.edu](mailto:labell@pvamu.edu)  
936-261-1929

### ***Travel Specialist:***

Shantel Walker  
[sbwalker@pvamu.edu](mailto:sbwalker@pvamu.edu)  
936-261-1964

### ***Card Services Coordinator:***

Alane Lillie  
[allillie@pvamu.edu](mailto:allillie@pvamu.edu)  
936-261-1974

### ***Director, Disbursement Services***

Rashaunda Matthews  
[ramatthews@pvamu.edu](mailto:ramatthews@pvamu.edu)  
936-261-1956

## 7. Helpful Links

PVAMU's Travel Services Webpage:

<https://www.pvamu.edu/pdsv/travel/>

U.S. General Services Administration (GSA per Diem Rates)

<https://www.gsa.gov/travel-resources>

State Travel Management Program (STMP)

<https://comptroller.texas.gov/purchasing/programs/travel-management/>

CBA Travel Card Application

<http://www.pvamu.edu/pdsv/wp-content/uploads/sites/88/CBA-Travel-Card-Application-revised.pdf>

In-State/Out-of-State Higher Lodging Request Form

<http://www.pvamu.edu/pdsv/wp-content/uploads/sites/88/Higher-Lodging-Form.xlsx>

Texas Hotel Occupancy Tax Exemption Certificate

<http://www.pvamu.edu/pdsv/wp-content/uploads/sites/88/Texas-Hotel-Occupancy-Tax-Exemption-Certificate.pdf>

Motor Vehicle Tax Exemption Form

<http://www.pvamu.edu/pdsv/wp-content/uploads/sites/88/Motor-Vehicle-Tax-Exemption-Form.pdf>

Travel/Non-Travel Advance Voucher Request Form

<http://www.pvamu.edu/pdsv/wp-content/uploads/sites/88/Nontravel%20advance.pdf>

Citibank Dispute Form

[https://www.pvamu.edu/pdsv/wp-content/uploads/sites/88/Citibank\\_Dispute\\_Form.pdf](https://www.pvamu.edu/pdsv/wp-content/uploads/sites/88/Citibank_Dispute_Form.pdf)

Fly America Act Regulations

<https://www.gsa.gov/policy-regulations/policy/travel-management-policy/fly-america-act>