

**Prairie View A&M University**

**Office of Travel Services**

**Travel Procedures Manual**

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# Travel Approvals and Reimbursements

## 1. Travel Requests and Approvals

- 1.1 Authorization for travel must be requested via Concur using the Travel Request. Concur can be accessed using [Single Sign On](#). To expedite the approval process, the purpose of the trip should be clearly stated on the Travel Request. For travel to the Washington, DC area to confer with a government official, the [Texas Office of State-Federal Relations' \(OSFR\) Report of State Agency Travel to Washington, DC Form](#) must be completed by traveler and attached to the Travel Expense Report.
- 1.2 The following approvals are required:

Travel Destination	Required Approvals
All Travel	Immediate Supervisor Applicable Budget Head Applicable Vice President
Foreign Travel (Travel outside of the U.S. to foreign countries; not U.S. possessions, Canada or Mexico.)	President or his/her designee (3 weeks prior to trip)

**Note:** Prairie View A&M University (PVAMU) does not allow foreign travel on state funds. Also, foreign travel will not be authorized, regardless of the funding source, when the destination is to a country for which the U.S. Department of State has issued a travel warning. A list of countries with travel warnings can be received from the Office of Travel Services.

- 1.3 Grants and contracts administered by PVAMU will follow the procedures of the Office of Travel Services, which requires a Pre-Trip Authorization Request.
- 1.4 All employees must submit their Travel Requests via Concur. The request and the encumbrance should be approved prior to the trip. If the request is not error free and/or if there are insufficient funds in the funding account, then it will be rejected.

## 2. Travel Reimbursements

- 2.1 Within fifteen (15) business days after a trip or fifteen (15) days after month end if submitting monthly expense reimbursements, employees should submit their travel reimbursement requests thru Concur.
- 2.2 All travel reimbursement requests must be properly supported with all required documentation (i.e. original itemized receipts, DPS Bus List if traveling with students, copy of point-to-point odometer readings, any incidental charges, etc.).
- 2.3 The Office of Travel Services will review travel reimbursement requests daily for compliance with all applicable travel regulations and approve if the report is error free with the exception of Sponsored Programs. Instances of noncompliance and/or if the Office of Travel Services cannot resolve the issue, the request will be rejected and sent back to the employee with comments for correction and re-submission.
- 2.4 If applicable, the traveler must include a fully approved copy of the [In-State/Out-of State Higher Lodging Request Form](#) with their Travel Expense Report.
- 2.5 If an employee is attending conference conducted at a designated location, actual lodging expenses may be reimbursed if using **local funds**. An In-State/Out-of State Higher Lodging Request Form will not be required. Documentation to substantiate the actual rate; example, conference brochures, letters from conference sponsor, etc., must be attached to the request for reimbursement.
- 2.6 Travel reimbursements by check are mailed by the Office of Treasury Services on the same business day they are printed. The employee must clear any outstanding advances or debts due to the University or the state prior to receiving reimbursements. Employees receiving reimbursements via direct deposit will receive their reimbursement within 3 to 5 business days in their specified bank account.
- 2.7 The Office of Travel Services will coordinate the travel reimbursement process to ensure that the travel reimbursements are processed within five (5) working days. The Travel Expense Report must be fully approved and error free prior to processing.
- 2.8 If a traveler does not substantiate their travel by submitting a travel reimbursement request within 90 days, the reimbursements will be treated as taxable to the employee. Any travel cards with unassigned transactions greater than 90 days from the post date, or assigned transactions not submitted within 90 days of the travel end date will be suspended until those transactions greater than 90 days are submitted and approved.

### **3. Trip Cancellations**

- 3.1 When an approved trip is canceled, the traveler or department should notify the Office of Travel Services via email.
- 3.2 When notified of a cancellation, the Travel Specialist or Travel Coordinator will initiate the liquidation of the encumbrance for the travel.

## State Funds Travel Regulations and Training

### **1. For the most part, travel is governed by the following publications from the State Comptroller's Office:**

- a) [Texttravel "Rules of the Road on the Web"](#);
- b) [TPASS State Travel Management Program](#);
- c) [Out-of-State Meals & Lodging Rates Guide](#);
- d) Travel Newsletters; and,
- e) [IRS standard mileage rate](#).

**These links are no longer valid**

### **2. Travel Training**

- 2.1 All travelers are required to attend mandatory training on applicable travel regulations before any travel on PVAMU business is done. Training is conducted by the Office of Travel Services. All travelers attending the training class are advised to visit the Office of Travel Services website for a copy of the University's Travel Procedures Manual. Any updates will be provided via Campus Announcements or via Concur Message Board.

### **3. International Travel Training**

- 3.1 All faculty/staff/students traveling to a foreign country including Mexico, must complete the mandatory International Travel Safety Training - course number 2111728 via Train Traq. Requested trips will not be approved if the course has not been completed.
- 3.2 Training on international travel awareness will be required every three years and must be completed prior to making travel arrangements.
- 3.3 A copy of the International Travel Safety Training transcript must be submitted with the **Travel** Request.
- 3.4 Proposed travel to extreme risk areas shall be submitted to System Risk Management (SRM) by completing the [International Travel Questionnaire for Extreme Risk Countries](#). The traveling department must submit the questionnaire to the Office of Travel Services fifteen (15) business days prior to the trip.

# Travel Contracts

## 1. State Accounts

As required by the [State Travel Management Program](#), PVAMU will utilize state contracted vendors for travel related services when the reimbursement or payment of services will be made from appropriated funds (state accounts).

### 1.1 Contracted Charge Cards

- a) The current contract charge card is the Citibank Corporate MasterCard. When payments will be made with appropriated funds, PVAMU employees must charge all airfare to the University's Central Billing Account (CBA).
- b) The Citibank Corporate MasterCard provides 24-hour \$500,000 accident insurance for business trips up to thirty (30) days. For trips lasting longer than thirty (30) days, coverage will be re-activated when the employee begins the return trip home on a common carrier. A common carrier is defined as any regularly scheduled air, land, or water vehicle licensed to carry passengers.
- c) **ONLY EXPENSES FOR OFFICIAL UNIVERSITY TRAVEL MAY BE CHARGED TO THE CITIBANK CORPORATE MASTERCARD.**

### 1.2 Contracted Hotels/Motels

The [State Travel Management Program](#) website lists those lodging establishments which have signed contracts with the State of Texas. The website lists the contact information and contracted rates for each vendor. University travelers must use the contracted lodging establishments unless a valid exception exists. The valid exceptions may be found on the website. All University travelers must complete an [In-State/Out-of State Higher Lodging Request Form](#) if the rate exceeds the maximum allowable rate. **Note:** When traveling in the State of Texas, you must provide the hotel with a [Hotel Occupancy Tax Exemption Certificate](#). State of Texas taxes are non-refundable.

- 1.3 If an employee is attending a conference conducted at a designated location, actual lodging expenses may be reimbursed if using **local funds**. An In-State/Out-of State Higher Lodging Request Form will not be required. Documentation to substantiate the actual rate; example, conference brochures, letters from conference sponsor, etc., must be attached to the request for reimbursement.

### 1.4 Contracted Rental Car Companies

When using appropriated funds, travelers must use Enterprise Rent-A-Car or Avis, unless a valid exception exists. **Note:** Enterprise has very few contracted sites outside of the State of Texas. Please refer to the [State Travel Management Program](#) when using Enterprise to ensure the location the traveler is using is under contract. For contracted rates or rate identifier numbers, please refer to the [State Travel Management Program](#) website.

#### 1.5 Contracted Airfare

University travelers must receive contracted airfares when the expense is to be reimbursed or paid with appropriated funds, unless a valid exception can be documented. The contracted airfares can only be purchased using the University's CBA.

### **2. Local Accounts**

- 2.1 If the traveler is using local funds (i.e. funding from any account in the 2XXXXX-599999 range) to reimburse their travel expenses, the traveler is not required to follow the [State Travel Management Program](#). However, in the interests of conserving University funds, all travelers are encouraged to use the contracted rates and fares, unless better rates can be obtained. Federal and state grants and contracts will follow their contract stipulations or when the sponsor is silent on travel requirements, federal travel requirements will apply.

### **3. Vendor Exception Forms**

- 3.1 When using appropriated funds, an employee may seek an exception to state contracts by completing the [Certification Form – Contract Travel Vendor Exceptions](#).



# Central Billing Account

## **1. Background**

- 1.1 University travelers are provided the opportunity to obtain a Citibank Corporate MasterCard to cover expenses associated with official University business travel.

## **2. Administration**

- 2.1 The Travel Coordinator in the Office of Travel Services has been designated as the primary CBA Program Administrator for the University. The CBA Program Administrator approves all charges and payments on the CBA. All questions relating to the CBA should be directed to the CBA Program Administrator. Their backup is the Director of Disbursements and Accounts Payable.

## **3. Procedures**

- 3.1 To utilize the CBA for the purchase of an airline ticket, an employee must submit a Travel Request via Concur and include all expenses including airline. After the request has been approved and funding has been verified, the employee can proceed with making their airline reservations.
- 3.2 Upon receipt of a fully executed Travel Request, the CBA Program Administrator will authorize charging of the ticket to the University's CBA.
- 3.3 The CBA Program Administrator will review the monthly CBA statement for accuracy, obtain a copy of the confirmed itinerary to support the charges, and approve the payment.

## **4. Insurance Coverage**

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

# Student Travel Procedures

## 1. General

- 1.1 The following procedures apply to faculty, staff, students, and volunteers who engage in transporting students off campus in a University owned, rented, or chartered vehicle on any University business or related travel activities. Travel in personal automobiles is specifically exempted from the requirements of these procedures. Failure to comply with these procedures may result in the suspension of student travel for the director/department responsible for arranging the trip. The President or his/her designee may authorize exceptions to these procedures on a case-by-case basis.

## 2. Student Drivers

- 3.1 Only Prairie View A&M University employees (including student employees), are authorized to drive University-owned or leased vehicle to transport students off campus on any University authorized and/or funded trip. The only allowable exception to this requirement would be in the event of an extreme emergency situation (i.e. the primary and secondary driver become ill or incapacitated during the trip).
- 3.2 Students who use their personal vehicles to travel on any University authorized and/or funded trip must adhere to all travel rules and regulation. The student must attend the University provided Driver & Travel Safety Training offered through the Office of Environmental Health & Safety (EHS).
- 3.3 Any individual who holds an employed position at the University, and whose employment status does not depend on their status as a student, may be approved to transport students. All travel trainings must be complete and rules of the road must be followed.

## 3. Students Traveling Alone – Seeking Reimbursement

- 3.4 A student may be authorized to travel on his/her own for PVAMU related business or activities, but said travel must be fully authorized using the [Travel Request](#) in Concur prior to the trip. The student must have attended the University provided Driver & Travel Safety Training offered through the Office of Environmental Health & Safety (EHS), as well as the University required Travel Training offered by Travel Services Office. Proof of this training must be attached to the Travel Request.

- 3.5 Approval up to the Vice President or his designee must be complete prior to the trip for all student travel when not accompanied by a faculty/staff member.
- 3.6 The department should secure all hotel reservations for students prior to the trip. This should be done using the Departments Procurement Card. When a student travels with a faculty/staff member, the faculty staff is required to have a Pro Card to take care of all student expenses.
- 3.7 When a student has been approved to travel on his/her own without a chaperone, reimbursement will be granted for mileage, meals, parking and airline fees where applicable
- 3.8 Reimbursements will be made using the eTravel System, Concur, and according to the University's per diem rates. Receipts are required for all student reimbursement requests.
- 3.9 Prior to the trip, the department administrator or admin should complete a Travel Request in Concur on behalf of the student, to include all estimated expenses. This must be done for a reimbursement to be considered.
- 3.10 If a student has any financial obligation due to the university or is on any type of hold within the Financial System, their reimbursement will not be released until those financial obligations have been resolved. It is the department's responsibility to communicate this to the student.

#### **4. Student Group Travel Requirements and Planning**

- 4.1 Designated staff member(s) and/or faculty will accompany each student travel group.
- 4.2 Prior to the trip, the faculty or staff traveling with the students must complete a Travel Request via Concur; a [Student Travel Itinerary](#); and, a [Travel Passenger List](#) and submit the forms through the appropriate approval channels. **Note:** At the time the authorization request is submitted, it is recognized that the Travel Passenger List will not include the students' signatures; however, all other information should be on the form.
- 4.3 A copy of the [Student Travel Itinerary](#) and [Travel Passenger List](#) (including signatures of students' actually traveling in University owned, rented or chartered vehicles) for all approved travel involving students must be filed with the University's Department of Public Safety prior to the day of departure. **Note:** The Office of

Travel Services will not issue a travel reimbursement unless the Student Travel Itinerary and Travel Passenger List forms have been certified as being received by the University's Department of Public Safety prior to the trip.

- 4.4 If the travel will be by motor vehicle, the following requirements apply:
- a) Groups of 26 or more should travel by commercial/chartered transportation whenever possible. **Note:** Prairie View A&M University's commercial buses may be considered for this purpose;
  - b) Groups of less than 26 may travel by University owned, leased, or rented vehicles or by privately owned motor vehicles.
  - c) Each vehicle being used to transport students on a university-sanction/funded trip must include information that clearly states that the University Police Department is to be contacted in the event of any travel-related emergency that may result in student injury or student illness.
  - d) Drivers for these trips must be approved by the department head/director of the division/department that is arranging the trip and must meet the following requirements:
    - Is 18 years of age or older;
    - Possess a valid Texas Class C Operator's License;
    - Attend travel safety training class offered by the Office of EHS;
    - Have a good driving record during the past 12 months; and,
    - Complete all required travel forms.
  - e) The number of occupants in a vehicle may not exceed the number of working seat belts in the vehicle;
  - f) The maximum number of consecutive hours that a driver may drive is four hours followed by a rest period of at least four hours.
  - g) Drivers must not drive under the influence of alcohol or illegal drugs or possess or transport alcoholic beverages, illegal drugs, unauthorized firearms or any other type of weapon.
  - h) University owned vehicles must have a valid State of Texas inspection sticker;
  - i) Travel will be by interstate or major highway, to the greatest extent possible; and,

- j) It is the traveler's responsibility to be familiar with all travel rules and regulations as it relates to motor vehicle laws when traveling outside of the State of Texas.

## **5. Travel Safety Training**

- 5.1 Drivers will be provided Driver & Travel Safety Training by the University every two years. This training will be offered through the Office of EHS.
- 5.2 Information about employees who have completed the Driver & Travel Safety Training will be forwarded to the Office of Travel Services. In addition, the employees Train Traq transcript will be updated to reflect training completion.
- 5.3 In addition to the safety training, drivers will be provided with a copy of the [Travel Safety Guidelines](#) developed by the University.

## **6. Driving Record Verification**

- 6.1 Drivers will be required to complete the [Driver Checklist Form](#) to authorize the University to perform a driving record verification.

## Local Travel Funds Allowance Guide

### **1. Allowable Expenses from E&G Accounts (100000-199999)**

- 1.1 Reimbursements for travel from Educational and General (E&G) accounts will be made in compliance with System Policies, System Regulations, the [State Travel Management Program](#), and the [State of Texas Travel Allowance Guide](#).
- 1.2 Meal expenses shall be reimbursed to employees via the Travel Expense Report in Concur and may not be direct billed to the University by the lodging establishment.

### **2. Allowable Expenses from Non-E&G Accounts (200000-599999)**

- 2.1 Expenses incurred on behalf of the state and submitted for payment should be reasonable, necessary, and appropriate for the account being charged as determined by the department head or designee. All reimbursements are subject to department head or designee approval. Transfers or partial transfers cannot be made to move paid travel reimbursements to an educational and general account when the [State of Texas Travel Allowance Guide](#) and/or [State of Texas Travel Management Program](#) are not followed. Federal grants and contracts will follow the provisions of the contract or grant. In cases when a sponsor is silent on travel requirements, PVAMU will apply the federal travel requirements.
- 2.2 University departments using non-educational and general sources to pay travel reimbursements are not required to use the [State of Texas Travel Management Program](#).
- 2.3 Employees or prospective employees may be reimbursed for actual costs of meals up to the GSA rate without receipts, but receipts or substantiation are required if the daily meal expenses exceed the GSA rate. Actual costs of lodging is reimbursed up to the maximum allowable rate of \$125/day. When traveling in the State of Texas, you must provide the hotel with a [Hotel Occupancy Tax Exemption Certificate](#). State of Texas taxes are non-refundable for hotel expenses.
- 2.4 Federal and state grants and contracts will follow the [U.S. General Services Administration \(GSA\)](#) lodging rates and will be limited to 150% of the applicable rate. Meals will be reimbursed at the applicable GSA rates and limited to ¾ of the GSA applicable rates on the first and last day of travel.
- 2.5 If a reimbursement for lodging is greater than the maximum amount allowable, approval must be obtained in advance from the Senior Vice President for Business

Affairs by completing the [In-State/Out-of State Higher Lodging Request Form](#). This form must be completed 2 weeks prior to the first day of travel.

- 2.6 Employees or prospective employees may be reimbursed for mileage up to the federal mileage rate. Mileage can be calculated from the place of work or another appropriate location as approved by the department head or designee. Employees who use personally owned motorcycles may be reimbursed at the approved rate.
- 2.7 Employees or prospective employees may be reimbursed for justifiable expenses incurred when state contract procedures are not utilized (i.e., personal credit card used for airfare instead of corporate card).
- 2.8 Employees may be reimbursed for approved travel expenses incurred on behalf of another employee or prospective employee if the person being reimbursed incurred the expense.
- 2.9 A department head may determine if it is necessary to send more than one employee to the same event, meeting, seminar, conference, or other travel destination.
- 2.10 Employees or prospective employees may be reimbursed for travel expenses incurred that are normally not reimbursable when such expenses result in a cost savings and are approved by the Senior Vice President for Business Affairs.
- 2.11 Any expenditure being claimed as an incidental expense must be supported by an itemized receipt, with the following exceptions:
  - a) Toll road or parking tolls; and,
  - b) Taxi charges less than \$30.
- 2.12 The President or his/her designee must approve, in advance, any travel to a foreign country other than Mexico or Canada.
- 2.13 Any telecommunications costs incurred, amounting to \$6.00 or more per voucher, must be supported with itemized receipts or a log.
- 2.14 Meal expenses shall be reimbursed to employees via the Travel Expense Report in Concur and may not be direct billed to the University by the lodging establishment.

# Corporate Credit Card

## 1. Purpose

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

## 2. Eligibility

- 2.1 Employees who anticipate incurring \$500.00 or more per fiscal year in travel expenses are eligible to apply for a corporate credit card. Final determination of employee eligibility is made by Citibank based on the employee's credit rating.

## 3. Procedures

- 3.1 To obtain a corporate credit card, an employee must utilize the following procedures:
  - a) Prior to receiving a corporate credit card, an employee must attend a mandatory Travel Training.
  - b) Obtain an application from the CBA Coordinator in the Office of Travel Services or via the Travel Forms section on the [Forms Library](#) website;
  - c) Complete the application and submit it to the CBA Coordinator;
  - d) The CBA Coordinator will submit the application to Citibank via the bank's website. **Note:** The normal response time for an application submitted to Citibank is seven to ten business days; and,
  - e) Upon receipt of the corporate credit card, the CBA Coordinator notifies the employee by email to pick up their card. **Note:** In the event an employee is not approved for the corporate credit card, Citibank notifies the affected employee with an explanation of why their application was denied.

## 4. Monitoring

- 4.1 The State of Texas requires each institution 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 CBA Coordinator receives a monthly report of activity. Any employee identified as purchasing apparent non-travel related items will be contacted by either the CBA Coordinator or the



University Compliance Office, and reminded that the corporate credit card should only 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.

## **5. Confidentiality**

All information pertaining to the Corporate Credit Card Program is kept in the strictest confidence and appropriately secured.

## Fly America Act

Certain sponsored projects (including state grants) may contain provisions that further limit the amount and type of reimbursable travel expenditures. Travelers and/or appropriate sponsored projects personnel should ensure any proposed travel is in accordance with the sponsored project's agreement before the travel begins.

### 1. Fly America Act

- 1.1 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 Air Carrier service provided under a code-share agreement except under specific situations.
- 1.2 When booking international travel, the Principal Investigator of the award to be charged is responsible for complying with the Fly America Act. The cost of travel subject to the Fly America Act that does not adhere to this regulation will be borne by the Principal Investigator's department or will need to be moved to a suitable non-federal funding source.
- 1.3 All exceptions must be documented prior to travel and pre-approved by the Office of Financial Project Compliance (FPC). In no case is the use of a foreign air carrier justified because of cost, convenience, or traveler preference. International airfare booked on a US Flag Air Carrier will not require an exception.
- 1.4 To easily ensure compliance with the Fly America Act, purchase all airline tickets for international travel that will be charged to a federal grant thru a US Flag Air Carrier (Delta, American, United, etc.), or use a travel agency for your booking. **Note:** Most travel agents are not familiar with this regulation; so confirm that the travel agent is aware that the travel is federally-funded and must adhere to this act.

### 2. Permitted Exceptions to the Fly America Act

- 2.1 If a U.S. Flag Air Carrier offers non-stop or direct service (no aircraft change) from your origin to your destination, you must use that U.S. Flag Air Carrier service unless such use would extend your travel time, including delay at origin by 24 hours or more.
- 2.2 If a U.S. Flag Air Carrier does not offer non-stop or direct service (no aircraft change) from your origin to your destination, you must use a U.S. Flag Air Carrier on every portion of the route where it provides service unless, when compared to using a foreign air carrier, such use would:

- a) Increase the number of aircraft changes you must make en-route by two (2) or more;
- b) Extend your travel time by six (6) hours or more; or,
- c) Require a connecting time of four (4) hours or more at an overseas interchange point.

2.3 If an exemption is needed, an employee must utilize the following procedures:

- a) Complete the [Fly America Act Exemption Form](#) indicating the reason for the exemption;
- b) Attach a proposed itinerary of the trip; and,
- c) Fax the documentation to the Office of FPC for approval.

**Note:** This exception form will need to be kept on file in the department and a copy should be included with the payment of the airfare for auditing purposes.

## **PVAMU Checklist for Travelers**

1. Prior to the trip, a Pre-Trip Authorization Request must be completed at least 2 weeks in advance to allow for all appropriate approval signatures to be obtained and final processing. All foreign and international travel should be submitted 6 weeks prior to the trip.
2. All airfare for University business must be made using the University's Central Billing Account. This card is managed by the Office of Travel Services. To finalize a flight arrangement, approval must be obtained from the department head. All airfare receipts or itineraries must include airline ticket number, passenger name, detailed itinerary, class of travel and cost and must be submitted to the Office of Travel Services staff for processing via email. For all non-employee airline reservations and group travel, the Office of Travel Services will continue to require E-docs or L-docs prior to processing (e.g. students, team travel, guest speakers). Referencing E-Doc or L-Doc numbers for these types of reservations must be submitted to the Office of Travel Services staff for processing via email.
3. Reimbursements - You must submit all receipts listed below via Concur. Once your report has completed routing, the Office of Travel Services has completed its audit process, and your report is error-free, you will receive reimbursement via direct deposit or a check sent through US mail.
  - ✓ Airfare
  - ✓ Hotel
  - ✓ Car rental
  - ✓ Incidental receipts
  - ✓ Parking
  - ✓ Registration
  - ✓ Meal receipts must be itemized receipts.
  - ✓ The mileage calculator in Concur must be used for reimbursement unless using a rental vehicle. In this case, gas receipts are required.
  - ✓ Taxi/Shuttle receipts must provide destination on receipt. If no receipt is available, please include in writing the destination, amount and date of expense.

### **Things to Remember**

#### Hotel:

- ✓ If hotel room was shared, the hotel bill must have your name on it along with what you were charged. You should also indicate if that person is a state employee.
- ✓ When traveling in the State of Texas, make sure you provide the hotel with the [Hotel Occupancy Tax Exemption Certificate](#). You cannot be reimbursed for State of Texas tax.
- ✓ When making a reservation, ask for state employee discounted rates or state contracted rates if available. You may also ask if any special rates are available.

**Taxi/Shuttle:**

- ✓ Receipts must include destination. If no receipt is available, you must provide details in writing with the information below:

Date of Expense: \_\_\_\_\_ Amount: \_\_\_\_\_ Destination To/From: \_\_\_\_\_

**Mileage:**

- ✓ Mileage will be reimbursed up to the current Federal Government Rate. To calculate mileage, use MapQuest via Concur or your odometer readings with point to point documentation.

**Car Rental:**

- ✓ When making a reservation, ask for state contracted rates using the codes listed below. The state contracted rates include insurance. If you find a cheaper rate, you must make sure it includes insurance or you will not be reimbursed for insurance.

Avis F999-715

Enterprise TX-715

**Contracted Airfare:**

- ✓ Contracted state rates are available and can be found at the following website: <http://www.window.state.tx.us/procurement/prog/stmp/stmp-airline-contract/>.
- ✓ The contracted airline rates are designed for last minute or fully refundable travel requirements. State agencies and institutions of higher education are encouraged to utilize 14-day advance or other lower cost airline rates for planned travel requirements to obtain lowest possible cost to the state.

**Please complete travel reimbursements via Concur with all required receipts.**

## Staff

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936-261-1929

## Contact Information

### Physical Location

Prairie View A&M University  
FM 1098 @ L. W. Minor Street  
W.R. Banks Building, Suite 149

### Mailing Information

Prairie View A&M University  
Office of Travel Services  
PO BOX 519, MS 1345  
Prairie View, TX 77446-0519  
Tel: 936-261-1736  
Fax: 936-261-1739 or 1958

## Hours of Operation:

8:00a.m. - 5:00p.m. Monday thru Friday

## Link to Campus Map

[http://www.pvamu.edu/Include/Campus\\_map/Campus\\_Map.pdf](http://www.pvamu.edu/Include/Campus_map/Campus_Map.pdf)

## Link to Forms Library

<http://www.pvamu.edu/pages/531.asp>