

# TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER

## Operating Policy and Procedure

HSC OP: 79.06, Reimbursement of Travel Expenses

PURPOSE: The purpose of this Health Sciences Center Operating Policy and Procedure (HSC OP) is to establish the procedure for approval of reimbursement of travel expenses for TTUHSC employees.

REVIEW: This HSC OP will be reviewed on December 1 of each odd-numbered year (ONY) by the Managing Director of Procurement Services, with recommendations for revision forwarded to the Executive Vice President for Finance and Operations.

### GENERAL PROVISIONS:

This Operating Policy outlines the travel reimbursement rules and regulations for TTUHSC employees.



In-State or Out of State Meals and lodging If the city is not listed, but the county is listed, use the daily rate of the county. For locations not listed (city or county), the daily rates are: Lodging in state/out of state: up to \$98. Meals in state/out of state: up to \$59.

- Actual meals and lodging expenses for travel to Alaska, Hawaii, Canada, Mexico, U.S. Possessions and foreign countries may be reimbursed according to the guidelines in the GAA, Article IX, §5.06. The travel expenses must be converted to U.S. dollars, if applicable.

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- i) Schools or departments may have specific policies regarding caps on travel reim-15.7 ()-24.1 (s)15u 6.3 (eim)-

- If the hotel refuses to accept the exemption form, notify the Travel Office of the issue. The Travel Office will notify the Texas Procurement and Support Services (TPASS) of the problem.
- An employee may be reimbursed for all mandatory hotel taxes and fees when traveling outside Texas at the maximum allowable hotel rate.
- Reimbursable hotel tax claims on state appropriated or restricted funds may not exceed the percentage of taxes charged each day, multiplied by the GSA rate for the location. A local fund will be required for any overages.
- Hotel taxes are not classified as a lodging expense for the purpose of determining the maximum daily reimbursement. It is considered an incidental expense.
- Prospective employees and Non-Employees (speakers, participants, and/or students) are not exempt from any hotel taxes when cost is paid by the individual traveler. If the lodging invoice/folio is billed directly to TTUHSC, the State hotel occupancy tax is exempt.

g. Packaged Travel Arrangements.

- When an employee purchases a package of at least two travel arrangements (i.e., meals, lodging, transportation, incidentals, and registration fees), each type is reimbursable only to the extent it would have been reimbursable had it not been included in the package. The receipt and travel expense report must separately state the cost of each type of travel arrangement. If a breakdown of cost is not provided, the travel can only be reimbursed using non-state funds.

5. Transportation .

a. General.

A TTUHSC employee may be reimbursed for transportation charges incurred while conducting state business. The employee should select the most cost-effective method of transportation available. When traveling by car, the cost-effective option should be verified i.e., rental car vs. mileage reimbursement when using personal vehicle. The employee must have a valid driver's license to claim any mileage reimbursement and it is their responsibility to properly claim the reimbursement.

b. Mileage incurred with personal vehicle.

- An employee may be reimbursed for the mileage incurred during the employee's use of a personally owned motor vehicle with the exception of those employees receiving a car allowance or an auto is provided by the institution. Mileage reimbursement covers all expenses associated with the operation of the vehicle except parking and tolls. The term "all expenses" includes damage to the employee's vehicle from any cause. The institution is not liable for the employee's insurance deductible or any other cost associated with an accident or vehicle damage.
- The mileage reimbursement must be equal to the actual miles traveled multiplied by the standard mileage rate, unless deductions due to fund restrictions and/or departmental caps are applicable.
- All employees who use their own vehicles while conducting university business should be aware of the possibility of personal liability related to such use. Personal automobile insurance will be looked to first in the event of an accident.
- The standard mileage rate is established each year by the Texas Legislature.



economy tickets will be reimbursed and will give the flexibility of changing plans without penalty charges.

- Baggage charges that are related to state business are reimbursable. First charge may be processed on state, federal or local funds. The second charge (for business purpose only) must be processed on local funds only. Excess baggage charges for personal belongings are not reimbursable. If fees are incurred for checking state-owned equipment, the fees are reimbursable.
- First-class airfare, preferred seating, and main cabin fees may be reimbursed if they were the only available options. A statement must be made explaining the circumstances for claiming first-class airfare.
- Employees may be reimbursed for expenses incurred while qualifying for discount airfares if the extra days at a duty point plus the di 0 Td [(l)-24.1 (us)15.8 ( 8x)-31.s forc .016 Tw 18e -1.143 Td [(e qual)-

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