



Department Travel Policies

- Travel Request form should be completed and returned to Lisa **BEFORE** the date of departure.
- Please complete every field on this form that is known. The form allows Lisa to create pre-approval report in Chrome River to set aside funds for the travel.
- This will better help estimate expenses for a trip.
- **Employee must submit travel receipts to Lisa Moran within 5 business days of return. If this deadline is not met the employee will be responsible for submitting their own expense report in Chrome River.**

Prohibited Reimbursements

- Meals or lodging expenses incurred while traveling within the designated headquarters – (Lubbock).
- Meal expenses for travel without an overnight stay away from headquarters – (Lubbock).
- Lodging expenses incurred at a location other than a commercial lodging establishment.
- **Tips or gratuities on state appropriated funds, state and federal grant funds.**
- **Alcoholic beverages on all funds** – (*please identify these expenses BEFORE turning in your receipts*)

Other Non-Reimbursable Expenses

- Baggage charges (excess) for personal belongings
- Expenses that do not relate to official state business
- Expenses that are related to the operation of a personally owned vehicle, excluding parking/toll fees
- Texas state hotel occupancy tax when the employee does not claim the exemption
- International Health and Medical Evacuation (MEDEVAC) Insurance
- Kennel expense for a pet while on official travel
- Medical supplies i.e., aspirin, flu medication
- Personal expenses i.e., dry cleaning/laundry, movie rentals,
- Tips or gratuities on all accounts except local funds

Meals and Lodging

- When using state **appropriated funds, state or federal grant funds** **employee** must claim the actual expenses incurred for meals and lodging **not to exceed the maximum allowable rate for that location (per diem)**. Travelers must use the federal rates provided by the U.S. General Services Administration for both in state and out of state travel. The GSA Per Diem Rates listing may be found on the Travel website.
<https://www.gsa.gov/travel/plan-book/per-diem-rates>
- For in state travel, if city is not listed, a maximum rate of \$98.00 for lodging and \$59.00 for meals must be used. **Overages will not be covered by the department**
- For international travel, travelers should use per diem rates for the destination set by the U.S. Department of State. The per diems for international travel can be found at the following link https://aoprals.state.gov/web920/per_diem.asp. This is listed in OP 79.04 – Foreign Travel.
- Receipt Requirements: Actual itemized meal receipts are required by TTUHSC. Lost or missing meal receipts may be reimbursed up to \$10.00 per day.

Hotel Occupancy Taxes

A TTUHSC employee (state employee of an institution of higher education) traveling on official state business within Texas is exempt from paying the state hotel occupancy tax but not from paying the county or local hotel occupancy tax. The exemption is claimed by providing a properly completed *Texas Hotel Occupancy Tax Exemption Certificate* to the establishment. **An employee may not be reimbursed for state hotel occupancy taxes if the employee fails to present a properly completed exemption certificate to the establishment. Form can be found at <https://www.ttuhs.edu/administration/operating-policies/op79.aspx>**

Transportation

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.

Fees To Be Paid On PCard Registration Fees.

a.) All registration fees should be paid using the Department Purchasing Card which is the preferred method of payment (see HSC OP 72.03, Page 7, Section n.). Payment requests in TechBuy HSC OP 79.06 Page 7 of 8 August 31, 2023 using the direct pay form – TTUHSC Registration Fees may be used for processing the payment if the Purchasing Card is not an option.

b.) b. If registration is paid by the traveler prior to the trip, reimbursement should be claimed for reimbursement through the Direct Pay System's Employee Reimbursement Form. If registration is paid by the traveler during the trip, reimbursement can be claimed on the travel expense report when claiming all other travel expenses. Meal expenses that are part of a registration fee will be reimbursed. Entertainment and other personal expenses are not reimbursable.

c.) c. Registration cancellation charges are reimbursable if a statement which includes the official business purpose for cancellation is documented and reimbursed on a local fund. Cancellation charges incurred for personal reasons are not reimbursable.

To view all OPs please visit <https://www.ttuhs.edu/administration/operating-policies/op79.aspx> for further details.