



TEXAS A&M UNIVERSITY

School of Law

## Travel Policy

This travel policy applies to all faculty, staff, and students traveling on behalf of Texas A&M University School of Law and being reimbursed by university funds.

State travel expense reimbursement is not a per diem. A traveler must claim the actual expenses incurred for meals and lodging by providing detailed receipts. Reimbursement cannot exceed the maximum allowable rate for the location. The reimbursement limit applies without a carry-over from another day.

Car rental is available at \$35.50 per day from Hertz through a preferred partnership agreement. Similar rates are available at Enterprise, Avis, and National. Present the tax exemption form when picking up the rental car - [Texas Motor Vehicle Rental Tax Exemption Form](#).

Reimbursement for the use of a personal vehicle for travel will not exceed the equivalent car rental rate. For example, a rental car round trip to College Station over two days would cost approximately \$128.65\*. The corresponding personal vehicle reimbursement is \$191.84. The maximum reimbursement for using a personal vehicle would not exceed \$128.65, as the use of one's own car is deemed a choice. If you decide to use your own vehicle, do not use your travel card to buy gas.

Mileage for the use of a personal vehicle is reimbursed at the U.S. General Services Administration (GSA) rate of 54.5 cents per mile, effective 01/01/2018. Mileage claimed can be calculated using a map program showing start and end points.

Commercial air transportation is reimbursed at the lowest available fare. Charges for excess baggage may be reimbursed if the additional bags were necessary for the trip.

Lodging and meal allowances are listed on the GSA website by city and county. If the city being traveled to is not listed, use the county rate. One exception to the lodging rate is if the traveler is attending a conference and is staying at the hotel associated with the conference. The university will pay the conference hotel rate.

No alcohol purchases will be reimbursed from state funds.

Meals and Incidental Expenses (M&IE) rates depend on location. The rates listed on the GSA site are detailed by meal as follows:

<b>M&amp;IE Rate</b>	<b>Breakfast</b>	<b>Lunch</b>	<b>Dinner</b>	<b>Incidentals</b>
\$51	\$11	\$12	\$23	\$5
\$54	\$12	\$13	\$24	\$5
\$59	\$13	\$15	\$26	\$5
\$64	\$15	\$16	\$28	\$5
\$69	\$16	\$17	\$31	\$5
\$74	\$17	\$18	\$34	\$5

Fort Worth and College Station are both at the \$59 M&IE rate. Any tip for service is included in the allowable meal rate. Incidental expenses include mandatory insurance or service charges. It cannot include personal expenses or gratuities.

The M&IE rates assume the traveler is staying overnight away from the School of Law. Texas A&M University does not reimburse for non-overnight meals.

Documentation needed for reimbursement:

- Statement of the purpose of the trip and benefit to the university.
- Account the travel is being charged to. It is important to differentiate between a faculty member's development account and other funding sources.
- Detailed receipt for each meal claimed that shows no alcohol was purchased or allows for the exemption of any alcohol from reimbursement. The credit card receipt is not sufficient for reimbursement – it has to be the detailed receipt.
- Lodging receipt that includes:
  - The name and address of the commercial lodging establishment,
  - The name of the employee,
  - The single room rate,
  - A daily itemization of the lodging charges, showing no state tax was charged in Texas
  - Proof of payment.
- Transportation receipt that includes the date of travel, amount charged for the transportation, and the origin and destination.

If you have any questions about how to process a travel claim in Concur, please contact a faculty administrator or Christina Rodriguez, Manager, Finance & Administration at 817-212-4015 or [crodriguez@law.tamu.edu](mailto:crodriguez@law.tamu.edu) Any questions about the travel policy should be directed to Vivienne Crooks, Assistant Dean, at 817-212-4082 or [vcrooks@law.tamu.edu](mailto:vcrooks@law.tamu.edu)

\* Example of a trip to College Station from the Law School - \$35.50 per day rental, \$5.70 per day other fees, regular size car rental. Using the Mileage Calculator -

<b>Input Variables</b>	<b>In-State</b>	<b>Out-of-State</b>
Total Miles to be Driven	<b>352</b>	
Total Days in Trip	<b>2</b>	
Car Rental Daily Price *	<b>\$ 35.50</b>	
<a href="#">Cost of Gasoline per Gallon</a>	<b>\$ 2.76</b>	
<a href="#">Mileage Reimbursement Rate</a>	<b>\$ 0.545</b>	
Rental Car Gas Mileage (MPG)	<b>21</b>	
State/Local Taxes & Addt'l Surcharges/Fees	<b>\$ 11.40</b>	
<b>Calculated Results</b>		
<b><u>Personal Mileage Reimbursement Cost</u></b>		
	<b>In-State</b>	<b>Out-of-State</b>
Mileage	<b>\$ 191.84</b>	
<b><u>Rental Car Cost</u></b>		
Rental Rate	\$ 71.00	\$ -
State/Local Taxes & Addt'l Surcharges/Fees	\$ 11.40	
Refueling	46.25	
Total	<b>\$ 128.65</b>	

Input the expense in Concur as Personal Mileage and claim **236 miles** (\$128.65 divided by the \$0.545 mileage rate). Include a copy of the mileage calculator results as a receipt to justify the mileage claim.

[Download the Mileage Calculator spreadsheet here.](#)

References:

<https://fmo.tamu.edu/accounts-payable/travel/> Texas A&M University travel information.

<https://www.gsa.gov/travel/plan-book/per-diem-rates> GSA federal domestic maximum per diem rates (effective 10/01/2017).

<https://fmo.tamu.edu/media/64699/Motor-Vehicle-Rental-Exemption-Cert.pdf> Texas A&M motor vehicle rental tax exemption certificate to be attached to car rental contract.

<https://fmx.cpa.texas.gov/fmx/travel/mileage/> Other Resources - Mileage Calculator to determine use of rental or personal car.

[http://texreg.sos.state.tx.us/public/readtac\\$ext.TacPage?sl=R&app=9&p\\_dir=&p\\_rloc=&p\\_tloc=&p\\_ploc=&pg=1&p\\_tac=&ti=34&pt=1&ch=5&rl=22](http://texreg.sos.state.tx.us/public/readtac$ext.TacPage?sl=R&app=9&p_dir=&p_rloc=&p_tloc=&p_ploc=&pg=1&p_tac=&ti=34&pt=1&ch=5&rl=22) Texas Administrative Code Title 34, Part 1, Chapter 5, Subchapter C, Section 5.22.

<https://fmx.cpa.texas.gov/fmx/travel/textravel/meallodg/index.php> TexTravel site updated by the Texas Comptroller of Public Accounts' office with state policy details.

<http://policies.tamus.edu/21-01-03.pdf> Texas A&M System travel policy.