



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 \$113.91*. The corresponding personal vehicle reimbursement is \$204.16. The maximum reimbursement for using a personal vehicle would not exceed \$113.91, 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 58.0 cents per mile, effective 01/01/2019. 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 (the lodging rate for College Station is \$101 per night). 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 also depend on location. The rates listed on the GSA site are detailed by meal as follows:

M&IE Rate	Breakfast	Lunch	Dinner	Incidentals
\$55	\$13	\$14	\$23	\$5
\$56	\$13	\$15	\$23	\$5
\$61	\$14	\$16	\$26	\$5
\$66	\$16	\$17	\$28	\$5
\$71	\$17	\$18	\$31	\$5
\$76	\$18	\$19	\$34	\$5

College Station is at the \$56 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. Please spell out all acronyms.
- 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 Any questions about the travel policy should be directed to Vivienne Crooks, Assistant Dean, at 817-212-4082 or vcrooks@law.tamu.edu or Sherry Bittle, Business Coordinator, at 817-212-4081 or sbittle@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.

Input Variables	In-State	Out-of-State
Total Miles to be Driven	352	
Total Days in Trip	2	
Car Rental Daily Price *	\$ 35.50	
Cost of Gasoline per Gallon	\$ 1.88	
Mileage Reimbursement Rate	\$ 0.580	
Rental Car Gas Mileage (MPG)	21	
State/Local Taxes & Addt'l Surcharges/Fees	\$ 11.40	
Calculated Results		
<u>Personal Mileage Reimbursement Cost</u>		
	In-State	Out-of-State
Mileage	\$ 204.16	
<u>Rental Car Cost</u>		
Rental Rate	\$ 71.00	\$ -
State/Local Taxes & Addt'l Surcharges/Fees	\$ 11.40	
Refueling	31.51	
Total	\$ 113.91	

Input the expense in Concur as Personal Mileage and claim **196 miles** (\$113.91 divided by the \$0.58 mileage rate). Include a copy of the mileage calculator results as a receipt to justify the mileage claim.

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 01/01/2019).

<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://fmo.tamu.edu/accounts-payable/travel/> Texas Hotel Occupancy Tax Exemption Form is located here.

<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/texttravel/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.

Helpful Travel Apps and Programs

Triplt Pro - receive real time flight alerts and notifications. Triplt Pro automatically organizes any travel confirmation emails you forward into your daily itineraries. Share specific plans or your entire itinerary with others. Check directions, maps, and weather from the itinerary. Triplt Pro is free if you activate it through your Concur profile.

Concur Mobile - allows you to book travel and prepare expense reports on your mobile device. Take photos of your receipts and save them to your Available Receipts area.

SpotHero – for cheaper parking rates, including at DFW.

TSA Pre✓ - Precheck allows you to keep your laptop and liquids in your bag, keep your shoes and light jacket on, and your belt buckled. It is \$85 for 5 years, but is a personal expense and not reimbursable by A&M. Online application required.

International Travel

The process for international travel some unique steps which are important to complete, and there are separate resources that may be of assistance.

REQUIRED - Create and submit a travel request in Concur for upcoming foreign travel **PRIOR** to the trip taking place. Failure to secure funding may result in the traveler being responsible for 1) paying travel expenses out-of-pocket and 2) not being eligible for reimbursement.

Visit the US Department of State site to determine if the country is under warning.

REQUIRED - If traveling to a country that is under extreme warning, the traveler must complete the Risk Questionnaire. A link to the questionnaire will appear as an alert at the top of the travel request (prior to submitting the request). Attach the completed questionnaire to the travel request.

Health Insurance - TAMU faculty and staff are strongly encouraged to visit the [BlueCard Worldwide Program](#) website to review the BlueCross BlueShield services available in your travel destination(s) prior to departure. If BCBS services are not available in your destination(s), please contact Insurance Services at insurance@tamu.edu or (979) 845-0099 for information on accident medical insurance options while abroad.

Training - Employees traveling internationally must complete the International Travel Safety: Safe Passage Presentation training every three years (TrainTraq course 2111728).

Export Control - Review the [Export Control Manual](#) travel section (Section 12). Contact information: (979) 862-6419 Phone or (979) 862-3176 Fax

Booking Travel - Use Concur for greater discounts though the Travel tab in Concur. Avoid using third-party vendors like Expedia, Hotwire, etc. Using your University Travel card is the preferred method of paying for any travel related expenses (keep in mind that you will not be reimbursed for any out of pocket travel related expenses until after the trip occurred and the travel expense report has been processed. Please note that if the actual travel does not take place for several weeks or even months, any charges placed on your University Travel card will need to be assigned to an expense report. Charges aren't allowed to sit unassigned for longer than 30 days so if that's the case then please create an *Expense Report* as soon as you can to move those charges to the report).

Traveling - save your receipts, if required, make sure they are itemized.

- o Refer to the [Receipt Requirements](#) page.
- o You can also save receipts to the Available Receipts area by emailing them to receipts@concur.com by taking pictures of them with Concur Mobile, or by uploading scanned images.
 - o Individual meals are not tax exempt.

- o Alcohol is not allowable as part of regular travel meals.
- o Have a backup plan for paying expenses if you have trouble with your University Travel card

Post-Trip

- o If not already created, create an *Expense Report* using your submitted and approved Concur Travel Request.
- o Spell out all acronyms.
- o Be sure to enter the GSA Rate for Meals & Incidental Expenses in the GSA Rate field of the Report Header (The University does NOT do a Per Diem amount)
- o Import credit card charges and manually add out-of-pocket expenses related to the trip.
 - Select the right expense type and add comments where applicable.
 - Attach receipt images to the report.
 - Submit the expense report within 90 days of the trip end date. The best practice is to submit reports within 30 days of the last day of travel.
 - In accordance with the IRS accountable plan, expense reports submitted after 90 days from the last day of travel will be reported as taxable income to the employee and the travel card suspended.

Recommended Resources

- o TAMU System Assistance Abroad Program
 - o The Texas A&M System provides a blanket emergency evacuation program through GISI for TAMU employees who travel abroad on official university business or on TAMU sponsored international travel.
- o Enroll in the Smart Traveler Enrollment Program (STEP).
 - o This program allows the traveler to receive information from the embassy about safety conditions in the destination country and helps the embassy contact the traveler in case of an emergency.

Helpful Tips and Tricks

Delegates

- Delegates cannot submit travel requests or expense reports for another employee.
- Delegates cannot add/remove other delegates or travel assistant arrangers for another employee.

How to act as a delegate.

1. Click on the Profile tab located at the top right of the Concur page.
2. Type the name of the person you are acting as a delegate for in the search bar under "Acting as other user." Select their name from the drop down list.
 - If you are not setup as a delegate for an employee, their name will not show up as an available option for you.
3. Click "Start Session." You will notice, "Acting as X" will be displayed on the top right of the page where you would normally find the "Profile" button.

How to stop acting as a delegate

1. Click "Acting as X" located at the top right of the Concur page.
2. Click "Done acting for others." The "Acting as X" will be replaced with "Profile."

How to determine who you are an expense delegate for

6. Click on the Profile tab located at the top right of the Concur page.
7. Select "Profile Settings."
8. Scroll to "Expense Settings" on left side of the screen.
9. Click "Expense Delegates"
10. Click "Delegate For" under the Expense Delegates header

How to Remove yourself as a delegate

4. Check the box to the left of the name of the person who has you as their assigned delegate.
5. Click "Delete"
6. Click "Ok" to confirm.

Adding attendee in an Expense Report using Favorite Attendee

1. Select the transaction to add attendees to.
2. If favorite attendees have been setup, click "Favorites."
3. Select the attendee(s) to add to the transaction by checking the box next to their name.
4. Click "Add to Expense."

Adding attendee in an Expense Report manually

1. Select the transaction to add attendees to.
2. Click "Advanced Search."
3. Click the drop down arrow under "Choose an Attendee Type" and select the most appropriate attendee type.
4. Type the attendees information in the below fields then click "Search" on the right.
5. Under Search Results, check the box of the appropriate attendee and click "Add to Expense."
6. Click "Save."

Travel Assistant Role Now Available in Expense Delegate Setup Screen

Users will no longer need to set up their travel assistants separately from their expense delegates. All permissions may be given on one screen now. The screen below is found by clicking Profile>Profile Settings>Expense Delegates. This should hopefully eliminate confusion caused by having to set each role up separately. This simplifies that process by putting it all on one screen.

Expense Delegates

Delegates | Delegate For

Delegates are employees who are allowed to perform work on behalf of other employees.
Expense and Request share delegates. By assigning permissions to a delegate, you are assigning permissions for Expense and Request.

<input type="checkbox"/>	Name	Can Prepare	Can Book Travel	Can View Receipts	Can Use Reporting	Receives Emails	Can Approve	Can Approve Temporary	Receives Approval Emails
<input type="checkbox"/>	CHARGOIS, BRIDGETT bchargois@tamu.edu	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/> <input type="text"/>	<input type="checkbox"/>
<input type="checkbox"/>	CROCKER, EVONNE ecrocker@tamu.edu	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> <input type="text"/>	<input type="checkbox"/>
<input type="checkbox"/>	MCCLINTON, CARLETTA cmclinton@tamu.edu	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/> <input type="text"/>	<input type="checkbox"/>
<input type="checkbox"/>	WILSON, BEVERLY bawilson@tamu.edu	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/> <input type="text"/>	<input type="checkbox"/>