



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. 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 \$116.90*. The corresponding personal vehicle reimbursement is \$190.75. The maximum reimbursement for using a personal vehicle would not exceed \$116.90, as the use of one's own car is deemed a choice.

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. The 2017 rate was 53.5 cents per mile. 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:

M&IE Rate	Breakfast	Lunch	Dinner	Incidentals
\$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.
- Detailed receipt for each meal claimed that shows no alcohol was purchased or allows for the exemption of any alcohol from reimbursement.
- 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
 - 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 Lakota Coan in the Finance Office at 817-212-3908 or lakota@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

* 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
Total Miles to be Driven	350
Total Days in Trip	2
Car Rental Daily Price	\$ 35.50
Cost of Gasoline per Gallon 	\$ 2.07
Mileage Reimbursement Rate 	¢ 54.4 (ex: if current rate is 53.5 enter it as 53.5, if current rate is 50.0 enter 50 or 50.0)
Rental Car Gas Mileage (MPG)	21
State/Local Taxes & Addt'l Surcharges/Fee	\$ 11.40

Calculated Results

Personal Mileage Reimbursement Cost	In-State Mileage
Mileage	\$ 190.40

Rental Car Costs	In-State
Rental Rate	\$ 71.00
State/Local Taxes & Addt'l Surcharges/Fees	\$ 11.40
Refueling	\$ 34.50
Total	\$ 116.90

In-State Results

Rental Car provides the greatest state benefit.

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.