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| --- | --- | --- | --- |
| **Employee Name** |  | Travel Number |       |
| **Destination** |  | **Trip Date**  |  |

State of Texas travel policies require travelers reimbursed from state appropriated funds to use state contracted travel vendors. If not using a state contracted travel vendor, traveler must document one of the allowable business reasons or limit reimbursement to the contracted state rates. *Note: Not required for local funds travel.*

**AIRFARE**

[ ]  State Contracted air fare used

[ ]  No airfare reimbursement requested for this trip

[ ]  Exemption utilized: (Check one)

 [ ]  City pairs not on state contract

 [ ]  Used non-contract lower fare, available to general public

 [ ]  Contract travel vendor could not provide services in the time period required to

accomplish the purpose of this travel

 [ ]  Lower fare offered by contract airline

 [ ]  Disability requiring special considerations

 [ ]  Use of contract vendor presented a security or safety risk to traveler

**LODGING**

[ ]  State Contracted lodging used

[ ]  No lodging reimbursement requested for this trip

[ ]  Exemption utilized: (Check one)

[ ]  Contract hotel not available in location that reasonably allowed business requirements to be fulfilled or there is a non-contract hotel/motel substantially

closer in proximity where the traveler will be conducting business

 [ ]  Contract hotel unable to provide the required services because it was sold out or

did not offer services in city visited

 [ ]  Alternative lodging arrangements made at a lower total cost than contracted hotels

based on cost of guest room less taxes

 [ ]  Disability requiring special considerations

 [ ]  Use of contract vendor presented a security or safety risk to traveler

**RENTAL CAR**

[ ]  State Contracted rental car used

[ ]  No rental car reimbursement requested for this trip

[ ]  Exemption utilized: (Check one)

 [ ]  Vendor unable to provide required services as it was sold out or did not offer

services in city visited

 [ ]  Alternative rental car arrangements were made that offered a lower total cost than

the contract including: Base rate, loss/damage waiver protection, mileage charge, applicable taxes, surcharges and cost for comparable liability insurance coverage

 [ ]  Disability requiring special consideration

 [ ]  Use of contract vendor presented a security or safety risk to traveler

**OTHER**

[ ]  Travel was undertaken as part of group program for which reservations had to be made through a specified source to obtain a specified rate or service.