



TRAVEL POLICIES AND PROCEDURES

PROCEDURES

To receive a travel reimbursement, you must complete the following steps:

1. Be a vendor of Texas State University. If you have never received a reimbursement or have not received a reimbursement in the last two years, please contact Sonya Rahrovi to establish/revive your vendor status. If you have received a reimbursement in the last two years, you are already a vendor.
2. Mail, email or fax a signed Travel Reimbursement form **within 30 days of date of travel** to the Training Center. The Training Center will be unable to reimburse you after this timeframe.
 - a. Review the policies below to ensure that you receive all the funds you are eligible for.
 - b. Don't forget necessary documentation (listed in Policies).

Should you have any questions concerning these rules or their application to a particular situation, please call the Training Center before incurring any expenses.

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POLICIES

TRANSPORTATION

- Taxi fares
 - **Actual paid receipt required.**
 - Taxi fares include taxis, bus, Lyft, and Uber.
 - Tips are non-reimbursable.
- Airfare
 - **Original paid ticket or receipt with payment validation required.**
 - Choose the lowest available airfare. We encourage the use of 30 day advance purchase, promotional price reductions, or any method provides a lower overall cost of travel.
 - The following costs are non-reimbursable –
 - Flight insurance
 - Early Bird Check-in
 - Preferred Seating
 - In addition, we can only reimburse you for one checked bag each way.
- Personal car mileage

- Mileage between destination points must be calculated using a mapping website (Google Maps, MapQuest, etc.) **Map printout required.** It must show, at a minimum, the city and state of the destination points and the number of miles. Mileage may not be calculated using only a vehicle odometer.
- **The rate of reimbursement is \$0.450/mile.**
- The number of reimbursable miles may not exceed the number of miles of the most cost-effective, reasonably safe route. In determine the most cost-effective, reasonably safe route, the Training Center may consider the route that provides the shortest distance, the quickest drive time, or the safest road conditions.
- The maximum amount of mileage allowable when traveling between residence and duty point is the lesser of the distance between duty point and the claimant's residence or headquarters.
- Mileage to and from a claimant's residence or designated headquarters and an airport is reimbursable. The maximum amount of mileage allowable is the lesser of the distance between an airport and the claimant's residence or designated headquarters.
- Parking
 - **Original receipt required.**
 - Actual cost is reimbursed for self-park only.
 - Valet parking is not covered, unless it is the only option at the location.
- Other
 - Car Rental & Fuel
 - **Original paid receipt required.**
 - The car rental cost must have been paid to a car rental company.
 - Fuel and taxes for which the traveler is not legally exempt are reimbursable.
 - The following costs are non-reimbursable –
 - Liability Insurance
 - Supplements
 - Personal Accident Insurance (PAI)
 - Safe Trip Insurance
 - Personal Effect Protection
 - Frequent Flyer (FFN)
 - Roadside Assistance (RSD, TST)
 - Toll Pass Optional Fee (TLSVC)
 - Pre-Paid Fuel Option
 - Tolls
 - **Original paid receipt is required.**

LODGING

- **Receipt required.**
- At training center seminars, this expense will be direct billed to the Training Center.
- At non-training center seminars, reimbursement is not available.



- Incidental expenses (phone calls, movies, state sales tax, etc.) are not reimbursable.

MEALS

- Receipts are not required.
- Reimbursed for actual expenses, up to \$36.00/day.
- Tips, alcohol, delivery fees, and room service fees are non-reimbursable.