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## Travel Office Resources

- ❑ Contact the Travel Office at [travel@txstate.edu](mailto:travel@txstate.edu) or 512-245-2775.
- ❑ For more information visit the [Travel Website](#).
- ❑ To keep up to date with new travel information and sign up for [Travel RSS Feed](#).
- ❑ The following travel summary and glossary was created to assist employees in navigating through the travel process. Please refer to these links for detailed instructions:
  - [TRAVELTracks Requests and Expense Reports](#)
  - [Travel Funds Commitments](#)
  - [e-NPO Travel Expense Reports and Travel Invoices](#)

## Travel Glossary

- ❑ Blanket Travel - Involves frequent and routine (planned and recurring) round trips to similar destinations and/or similar purposes during an extended period of time for any traveler type.
- ❑ Business Meal - Reimbursement of a business meal is appropriate if the main focus of the activity is to support the business and educational mission of the university and consumption of food is incidental to the purpose of the meeting. Business meals must include at least one or more external participant to the university.
- ❑ Company Paid Airfare - Airfare charged directly to the university airfare credit card by the State of Texas contracted travel agency which is currently Ascot Travel and Corporate Travel Planners (CTP) (test pilot only with certain departments).
- ❑ Company Paid Car – Vehicle rental invoice sent to the university upon vehicle drop-off at one of the State of Texas contracted rental vehicle agencies, currently Avis and Enterprise (incl. National).
- ❑ Company Paid Lodging - Lodging charged directly to the university hotel credit card.
- ❑ Direct Bill – Lodging invoice sent to the university upon traveler check out to be paid by e-NPO or applied to a Purchase Order. Use an e-NPO when there is no contract with the hotel and/or the bill is under \$15,000.
- ❑ Encumbrance – Funds which have been reserved when a Travel Request (TR) or Travel Funds Commitment has been posted. Those funds are no longer available to use elsewhere, but are not included in the actual fund balance because the Expense Report has not yet been generated.
- ❑ e-NPO Lodging Payment – SAP GUI transaction for payments made directly to a commercial lodging establishment. A lodging pre-payment may be processed to pay for the lodging before or upon traveler check in. Pay for the lodging which has already occurred with an invoice (folio) generated upon traveler check out.
- ❑ e-NPO Travel Expense Report – SAP GUI transaction which processes an Expense Report to reimburse travel expenses which are not administered through TRAVELTracks. A TRAVELTracks or Travel Funds Commitment trip number is required to process this payment.
- ❑ e-NPO Traveler's Certification Statement - When reimbursing an individual for travel expenses using the e-NPO process, the traveler must certify the validity of the expenses and that they have not been reimbursed by any other means. This is meant to mirror the TRAVELTracks Electronic Traveler's Signature. The [Traveler Certification Statement](#) template or an email approval (with the required information in the template certification statement) is acceptable as the consent from the

traveler and must be attached to the e-NPO once the document has been created.

- GSA Per Diems – The General Service Administration meal and lodging allowance rates established every October for approved official university travel.
- Grant Participant – Grant related activities involving non-Texas State employees. Participant travel may be for any traveler type and uses general ledger numbers 710101 for in-state travel, 711101 for out-of-state travel, or 712101 for foreign travel.
- Personnel Number – Work assignment number allocated to an employee upon hire by the Human Resources Office for the duration of the job position.
- Travel Advance – Money advanced 10 business days before trip start date which may be requested when at least one student is traveling or when travel involves a foreign destination. Only employees may request a travel advance.
- Travel Assistant – Employee authorized to process travel for others specifically for employees using TRAVELTracks. Attending the Understanding TRAVELTracks class and submitting a completed SAP Financial – Departmental Services Security Authorization Form is required.
- Travel General Ledger (GL) Number – Specific travel account numbers used to classify encumbered funds and expense payments referencing the trip scenario and traveler type (also referred to as a chart of accounts).
- Travel Funds Commitment – SAP GUI transaction to process travel approval and encumber funds generally for Non Texas State employee travelers or Blanket Travel.
- TRAVELTracks – SAP Portal transaction to process travel approval and encumber funds for Texas State employees via a Travel Request (TR). An Expense Report is created from an approved TR and is submitted for travel expense reimbursement.
- TRAVELTracks Electronic Traveler's Signature – Electronic Traveler's Signature is obtained when the employee selects "Save and Send for Approval" on their TRAVELTracks Expense Report.
- Traveler Type – The category of traveler which determines the travel general ledger number, method of approval and reimbursement to be used. Traveler types include current employee, current student, prospective scholarly student, grant participant, prospective employee, prospective student athlete, contractor, consultant, guest speaker, or visiting guest.

### **Travel General Ledger (GL) Number Matrix**

- The [Travel General Ledger Number Matrix](#) can be used to find the proper travel general ledger numbers for the traveler type and trip schema. Use this information when creating a Travel Funds Commitment, a Travel e-NPO or a Purchase Order.
- TRAVELTracks automatically populates the correct travel general ledger number on the Expense Report depending on the first location of the trip schema and expense type category selected.
- Travel Funds Commitments have a limited travel general ledger number selection to choose from because no expenses are being processed with this encumbrance via an e-NPO.

### **Travel Summary**

- All travel must be pre-approved. These requirements apply to any travel sponsored by Texas State University for current employees, students, or third parties (grant participant, prospective employee, prospective student athlete, consultant, contractor, guest speaker, or visiting guest), even if there

will be no reimbursement to the traveler.

- ❑ Use the e-NPO process to submit travel expense reports which are not processed through TRAVELTracks and non-company paid expenses on travel Funds Commitments (FC). The entirety of the TRAVELTracks, FC, and e-NPO processes may be done electronically within SAP.
- ❑ All Expense Reports are due 30 days after the trip end date via TRAVELTracks or an e-NPO.
- ❑ **Summary of the TRAVELTracks process:**
  - TRAVELTracks may only be used for Texas State Employees.
  - Each trip is given a 10-digit trip number that begins with 73. This is the same trip number for both the Travel Request and the Expense Report.
  - Traveler submits an Expense Report for reimbursement and company paid expenses upon completion of the trip. This will automatically populate the correct Travel GL numbers.
  - TRAVELTracks allows one expense report per Travel Request so once the expense report is processed the trip is closed and any unused encumbrance is released.
  - If at a later date “missed” expenses related to the trip are identified for reimbursement, submit an e-NPO. These would be expenses not already included on the TRAVELTracks expense report.
  - Traveler or Travel Assistant submits an e-NPO Travel Expense Report for reimbursement.
  - The Trip Number must be included on the e-NPO and the Traveler’s Certification Statement must be attached. Reference the trip number in this certification. e-NPOs need the correct travel general ledger number entered at the time of submission.
  - Documentation must be attached for each reimbursement expense.
  - e-NPO checks for available budget and routes for approval.
- ❑ **Summary of Travel Funds Commitment process:**
  - The Travel Funds Commitment is used by Employees (Blanket Travel) and non-employees (Students, Grant Participants, Prospective Employees, Prospective Student Athletes, Contractors, Consultants, Guest Speakers, and Visiting Guests).
  - Each Funds Commitment is given a 10-digit trip number that starts with 2014.
  - Only include Company Paid Expenses (airfare/lodging/rental vehicle) OR encumber \$0.01.
  - When the company paid expenses are posted by the Travel Office, they consume the encumbered funds and do not need to be processed through an expense report.
  - Traveler (Travel Assistant must submit for non-employees) submits an e-NPO Travel Expense Report for reimbursement. e-NPOs need the travel GL number entered at time of submission.
  - The Trip Number must be included on the e-NPO and the Traveler’s Certification Statement must be attached. Reference the trip number in this certification.
  - Documentation must be attached for all reimbursement expenses.
  - Multiple e-NPO Travel Expense Reports may be processed for each trip, but you will probably only do one when the traveler provides the receipts for reimbursement.
  - e-NPO process checks for available budget and routes for approval. Reimbursable expenses (non-company paid) do not need to be encumbered on the Travel Funds Commitment.
- ❑ **Summary of Blanket Travel Funds Commitment process:**
  - Blanket Travel involves frequent and routine (planned and recurring) round trips to similar destinations and/or similar purposes during an extended period of time.
  - The FC time period may not cross fiscal years. You may list multiple travelers and should encumber \$0.01 for travel pre-approval workflow purposes only.
  - All expenses will be encumbered via the e-NPO request.
  - Traveler (Travel Assistant for non-employees) submits an e-NPO Travel Expense Report for reimbursement. e-NPOs need the correct travel GL number entered at the time of submission.
  - The Trip Number must be included on the e-NPO and the Traveler’s Certification Statement

must be attached. Reference the trip number in this certification.

- Multiple e-NPOs may be processed for each FC since recurring travel is planned.
- e-NPO checks for available budget and routes for approval. The reimbursable expenses (non-company paid) do not need to be encumbered on the FC.

**☐ Summary of Grant Participant Travel process:**

- Grant Participant Travel – grant-related activities involving non-Texas State employees.
- Grant Participant travel is always done using the Travel Funds Commitment process.
- Grant Participant travel may be for any traveler type and uses general ledger numbers 710101 (in-state travel), 711101 (out-of-state travel), or 712101 (foreign travel).

**☐ Summary of e-NPO Traveler Certification Statement:**

- When reimbursing travel expenses using the e-NPO process, the traveler must certify the validity of the expenses and that they have not been reimbursed by any other means.
- The Electronic Traveler’s Signature is obtained when the employee selects the “Save and Send for Approval” option on their TRAVELTracks Expense Report so the e-NPO Traveler Certification Statement is meant to replace the Electronic Traveler’s Signature on the e-NPO Travel Expense Report.
- The following is a template for the [Traveler Certification Statement](#):
  - “This email will serve as my signature and validation of the expenses on this e-NPO. I certify that the expenses are correct and have not been reimbursed to me by any other method.”
    - The summary of the travel expenses is as follows:
      - Traveler Name:
      - Trip Number:
      - Dates of Travel:
      - Amount of Reimbursement:
      - Destination:
      - Expenses:     \$0.00 MEALS  
                  \$0.00 LODGING  
                  \$0.00 REGISTRATION  
                  \$0.00 TAXI, UBER, SHUTTLE  
                  \$0.00 (break out by expense type)
- The Travel Assistant may prepare the certification statement and email it to the traveler, who can respond “Agree.”
- The email approval is acceptable as the consent from the traveler and must be attached to the e-NPO once the document has been created.
- If the template certification statement is not used, then an email containing the same information is acceptable. The traveler’s certification is required to release the payment.

## **TRAVELTracks Travel Request Approval Process for Employees**

- ☐ All business travel outside of the employee’s designated headquarters (San Marcos or Round Rock, TX) requires pre-approval. When business travel has been authorized in advance, Texas State travelers are entitled to reimbursement for authorized allowable expenses incurred in accordance with Texas State policy and procedures during performance of official duties. If travel is not authorized in advance, the traveler may assume the risk that reimbursement may not be approved and may personally assume all liability for incidents occurring during their travel status.
- ☐ All Texas State University employee travelers must complete a TRAVELTracks Travel Request. Log in to the [SAP Portal](#) on the Texas State website.
- ☐ An employee may always process their own travel, a Travel Assistant has authorization to process travel for employees designated to them.

- Register for hands-on TRAVELTracks training classes by logging on to the SAP Portal; selecting Training and Development, Organizational Excellence, and Understanding TRAVELTracks.
- The TRAVELTracks Trip Number is assigned once the Travel Request is 'Saved' and is the same number for the Expense Report. It is 10 digits and starts with 7300XXXXXX.
- The trip purpose should be descriptive enough to clearly answer any questions regarding the necessity of the travel and the benefit to Texas State. It must have enough information that someone with no prior knowledge of the trip can determine the business reason for the trip.
- Approvals are obtained at the request stage and are electronically assigned in a workflow originating from the traveler's Personnel Number, fund account(s) used, and trip schema. Up to six cost assignments may be used, calculated by the percentage of the total estimated trip cost.
- The Travel Request approval workflow is:
  - In-state Travel - Traveler's Account Manager(s)
  - Out-of-state Travel - Traveler's Account Manager(s)
  - Foreign Travel (Outside the United States or its Territories) - Traveler's Account Manager(s), Dean or Vice President, Provost/Cabinet Officer, President or President's Designee (currently delegated to the Cabinet Officers), and Office of Research Integrity and Compliance (ORIC).
  - Grant funded travel requires additional approval from the Office of Sponsored Programs.
  - The Office of Student Services requires Out-of-state and Excess Lodging approvals. The fund accounts for these divisions have the appropriate workflow to process correctly.
- The Travel Request is an estimate of expected travel costs and can include:
  - Airfare – Personally paid or company paid through Ascot Travel or CTP.
  - Meals – Overnight stay GSA Meal Per Diem for individual or student group.
  - Lodging – Personally or company paid GSA Lodging Per Diem for individual or student group.
  - Excess Lodging - Personally paid or company paid GSA Lodging Per Diem above the Per Diem rate for individual or student group.
  - Transportation – Personally paid or company paid through Avis or Enterprise rental vehicles, fuel for rental vehicles, mileage for personal vehicles, bus, shuttle, taxi, parking, and tolls.
  - Miscellaneous – Registration fees, baggage fees, lodging tax (est. 10% in Texas, 20% other).
  - Per Diems populate automatically and the Travel Request posts to either In-state 710098, Out-of-state 710097, or Foreign 710096 estimated travel costs, depending on the trip schema (may be combined for multi-stop trips). The destination requiring the highest approval must be the first destination selected. This will determine the GLs recorded on the Expense Report.
- The maximum meal Per Diem automatically populates if an overnight trip and includes the calculation of 75% for the first and last day of travel. Whatever GSA Meal Per Diem is approved on the Travel Request transfers to the Expense Report and cannot be increased. Do not decrease the full Meal Per Diem that is calculated unless it includes personal travel.
- The 'Activity Type' of 'Student Group' and 'Study Abroad' will not populate GSA Meal or Lodging Per Diems. The creator must manually enter the meals and lodging by calculating the number of travelers by the daily GSA Per Diem rates. 'Study Abroad' should only be used for the actual Study Abroad programs. A student list must be entered in the 'Comment' section or attached.
- If combining official university business travel with personal travel, include all travel dates because the first and last day of travel are business, regardless of how many days are designated personal. Reduce the appropriate amount of meal and lodging Per Diem, if applicable. If foreign travel, consider adding an extra day to the start and end date of the trip to allow for time differences.
- A Travel Advance must be applied for on the Travel Request at the time of submission for Student

Group or Foreign Travel and cannot be more than the total estimated travel costs encumbered.

- A Zero Dollar \$0 Travel Request should be processed for liability purposes if there are no company paid or reimbursable expenses that need to be encumbered.
- To view the status of a Travel Request or Expense Report log into the SAP Portal and select SAP Employee Self-Service, TRAVELTracks then My Trips and Expenses. Select the 'All My Travel Requests' or 'All My Expense Reports' tab and select/highlight the trip. Select the 'Display/Print' button to see a pdf of your Travel Request or Expense Report. The status of both is either 'Saved NOT Sent for Approval', 'Released for Approval' or 'Approved.'

### **TRAVELTracks Travel Request and Expense Report Relationship for Employees**

- When the trip is complete, submit a TRAVELTracks Expense Report with required receipts. Process Company Paid Airfare, Lodging, or Car as 'COMPANY PAID.'
- All electronic Expense Reports must be created from an approved Travel Request even if the trip has already occurred. Trip Information transfers to the Expense Report.
- General Ledger Numbers populate automatically when an expense type is selected.
- Only reimbursements require traveler's electronic signature. Select 'Save and Send for Approval' on the Expense Report. The Travel Assistant may submit the Expense Report on their behalf if:
  - The traveler is not seeking reimbursement for the trip and can submit a zero-dollar Expense Report. This also applies when only Company Paid expenses are processed with no reimbursement to the traveler.
  - An approval email from the traveler must be attached. Email from the traveler must contain: traveler's name; Travel Request number; dates of travel; amount of reimbursement requested; and this statement from the traveler "This email will serve as my signature and approval that I certify that the attached travel reimbursement expense request is correct and unpaid."
- No additional approval is needed if the Account Assignment remains the same.
- No additional approval is needed if the reimbursement is equal to or within tolerance of the encumbrance. You may always claim less than the receipt amounts to stay within tolerance. Tolerances are defined as:
  - The greater of \$50 or 10%, but no greater than \$200 for in-state and out-of-state trips.
  - The greater of \$100 or 10%, but no greater than \$500 for foreign trips.
- An Expense Report submitted in TRAVELTracks will automatically workflow to the correct approver(s) if over Tolerance or a change in Account Assignment(s).
- There is one Expense Report per Travel Request so when the Expense Report is processed it closes the trip and releases any remaining encumbrance. Missing expenses not claimed on the closed trip may be reimbursed using an e-NPO Travel Expense Report. Make sure to reference the trip number, attach required receipts and the Traveler Certification Statement. e-NPOs need the correct travel general ledger number entered at the time of submission.

### **Travel Funds Commitment Approval Process Primarily for Non-Employees**

- All Non-Texas State Employees or Blanket Travel participants should have a Travel Funds Commitment (FC) completed for them through the SAP GUI.
- Non-Texas State employees include prospective employees, current and prospective students, grant participants, contractors, consultants, guest speakers, and visiting guests.

- ❑ A Travel Funds Commitment should be used for Grant Participant travel so the proper travel general ledger numbers are used. The in-state, out-of-state, or foreign travel general ledger numbers assigned to funds encumbered on a Travel Request do not match Grant Participant general ledger numbers on a Travel Funds Commitment.
- ❑ A Travel Funds Commitment should be used for Employee and Non-Employee Blanket Texas State travel. A list of all the travelers must be attached. If individuals are traveling to one location outside of the designated headquarters, the originating location must be indicated.
- ❑ A Travel Funds Commitment should be used if multiple travel advances are required for student group and foreign trips. Verify with the Travel office if applicable to your travel advance needs.
- ❑ Only encumber Company Paid Expenses (airfare, lodging and/or rental vehicle) OR encumber \$0.01. SAP Fund Commitments cannot encumber \$0 like a TRAVELTracks Travel Request.
- ❑ When the company paid expenses are posted by the Travel Office, they consume the encumbered funds and do not need to be processed through an Expense Report.
- ❑ The Travel Funds Commitment Trip Number is assigned once it is 'Parked,' is 10 digits, and starts with 20145XXXXX.
- ❑ A T-10 Travel Authorization form must be attached to the Travel Funds Commitment once 'Parked.' The T-10 Form provides detailed trip information since the Travel Funds Commitment does not have the ability to mirror information which may be entered on a TRAVELTracks Travel Request.
  - The trip purpose should be descriptive enough to clearly answer any questions regarding the necessity of the travel and the benefit to Texas State. It must have enough information that someone with no prior knowledge of the trip can determine the business reason for the trip.
  - If a traveler is arriving at Texas State, the originating location must be noted.
  - The traveler's driver's license or passport name should be used.
  - If Blanket Travel, list all the names of the travelers and indicate their Traveler Type.
- ❑ Approvals are electronically assigned in a workflow originating from the fund account(s) used and the trip schema designated. Up to six different cost assignments may be used.
- ❑ The Travel Funds Commitment approval workflow is:
  - In-state Travel – Traveler's Account Manager(s)
  - Out-of-state Travel – Traveler's Account Manager(s)
  - Foreign Travel (Outside the United States or its Territories) – Traveler's Account Manager(s), Dean or Vice President, Provost/Cabinet Officer, President or President's Designee (currently delegated to the Cabinet Officers).
  - Grant funded travel requires additional approval from the Office of Sponsored Programs (OSP).
- ❑ Note: If the Office of Research Integrity and Compliance (ORIC) approval is needed for foreign travel of current employees and students, it will be obtained via email. Other non-employee foreign travel does not require ORIC approval. The Travel Office will obtain approval through workflow.
- ❑ If combining official university business travel with personal, include all travel dates because the first and last day of travel are business, regardless of how many days are designated personal. If foreign travel, consider adding an extra day to the trip start and end date to allow for time differences.



## **Travel Funds Commitment Approval and the e-NPO Travel Expense Report Relationship Primarily for Non-Employees**

- When the trip is complete, submit an e-NPO Travel Expense Report with required receipts for non-company paid expenses.
- Traveler (Travel Assistant for non-employees) submits an e-NPO Travel Expense Report for expense reimbursement. e-NPOs need the correct travel GL number entered at time of submission.
- The Trip Number must be included on the e-NPO and a traveler certification statement must be attached. See Page 5 to view the required information necessary to complete a traveler certification statement or for the certification template with the required information.
- Documentation must be attached for all reimbursement expenses except for GSA Meal Per Diem. Attach a copy of the GSA Meal Per Diem for the appropriate overnight location to validate the amount of meal Per Diem claimed, the first and last day of travel are 75% of the Per Diem
- The e-NPO Travel Expense Report Document Number is assigned once it is submitted by selecting 'Continue', the last step that inputs the document into the workflow. It is 10 digits and starts with 16XXXXXXXX. The e-NPO does not have a 'Save Draft' or 'Park' option like a TRAVELTracks Request/Expense Report or a Travel Funds Commitment. The e-NPO is created, all the documents attached and then submitted for processing.
- Multiple e-NPO Travel Expense Reports may be processed for each trip, but you will probably only do one when the traveler provides all of the receipts for reimbursement.
- e-NPO process checks for available budget and routes for approval. That is why the reimbursable expenses (non-company paid) do not need to be encumbered on the Travel Funds Commitment.

## **Travel Expenses That Can be Directly Billed to the University**

### **Airfare**

- Reserve and purchase airfare with the State of Texas contracted travel agency which is Ascot Travel or CTP. Estimated airfare should be added to TR/FC.
- Once the airfare has been purchased, a copy of the invoice will be attached to the trip.
- Direct bill airfare will be listed as 'Company Paid Airfare' on TRAVELTracks Expense Report.
- When the company paid expenses are posted by the Travel Office, the encumbered funds are consumed on the FC and do not need to be processed through an e-NPO Travel Expense Report.

### **Lodging**

- Any lodging establishment to be paid with an e-NPO or Purchase Order (PO) must have a vendor number. Go to the Procurement and Strategic Planning (Purchasing) Office website, select the Resources tab, Vendor Maintenance page for more information about vendor set-up requirements.
- e-NPO (preferred method for lodging) or PO payments should NOT be included in the TR/FC or it will be encumbered twice. The e-NPO document will process for approvals through the SAP workflow, then route to the AP/Travel Office for audit and posting.
- Use an e-NPO when there is no contract with the hotel and/or the bill is under \$15,000. It is easier to process via e-NPO rather than via Purchase Order.
- A direct bill lodging invoice sent to the university upon traveler check out may be paid via e-NPO or

- applied to a Purchase Order. Most lodging establishments in San Marcos directly bill the university.
- Submit an e-NPO and attach the lodging invoice and GSA Lodging Per Diem documentaion and reference the approved trip number. Submit one e-NPO per lodging invoice.
  - Submit lodging invoice approved by the department referencing th Purchase Order number to the Account Payable Office. The invoice will be processed and applied to the Purchase Order.
- Pre-pay lodging prior to the stay by completing an e-NPO. Check with the lodging establishment to determine when the pre-payment is due. Some hotels require pre-payment 10 days before the first day of the reservation. Allow 5 business days for approvals and payment processing.
- Submit an e-NPO and attach the hotel confirmation and GSA Lodging Per Diem documentation and reference the approved trip number.
    - Select check payment option. Enter PU in the Special Handling section and enter the name and phone number of the person picking up the check in the Notes section. They will be contacted when the check is ready for pick up at the Cashier's Office in JCK Room 188.
    - If paid by direct deposit (ACH), confirm that the ACH was received with the lodging establishment and applied to the correct reservation prior to traveler check in.

### Rental Car

- Reserve rental vehicle with the State of Texas contracted rental agencies, Avis and Enterprise (incl. National). Estimated rental should be included on the TR/FC.
- Once the vehicle has been dropped off, the invoice will be sent to the university. The rental agencies have weekly billing cycles, so the invoice may not be received by the Accounts Payable/Travel Office for up to two weeks. A note will be added to the trip stating the rental vehicle SAP document number and the amount of the invoice when the invoice is processed.
- Direct bill rental car will be listed as 'Company Paid Car' on the TRAVELTracks Expense Report.
- When company paid expenses are posted by the Travel Office, the encumbered funds are consumed on the FC and do not need to be processed via an e-NPO Travel Expense Report.

### Registration Fees

- Pay for registration fees with a Purchase Order, P-Card, or e-NPO. These payments should NOT be included in the TR/ FC or will be encumbered twice. The e-NPO document will process for approvals through the SAP workflow and then route to the Accounts Payable/Travel Office for audit and posting. Any fee to be paid with a Purchase Order or e-NPO must have a vendor number in SAP.
- If there is no vendor set up to process the registration fee through a Purchase Order or e-NPO, use the P-Card or pay personally.
- Personally paid fees may be reimbursed to travelers via e-NPO prior to the travel dates.

### Airfare Summary

- For state contracted rates and other airline information, visit the [Purchasing](#) webpage for the Texas Comptroller of Public Accounts.
- For more airfare information, go to the Travel website, select the Services tab, then select either [Airfare](#) or [Travel Agencies](#). A Texas State NetID and password are required to access these links.
- The Travel Office must have a properly approved TR/FC and funding before the flight(s) can be booked and the price and/or availability may change. Airfare charged directly to the university airfare credit card cannot be split with a personal payment, meaning the entire amount of the ticket

and fee must be encumbered on a TR/FC.

- ❑ Ascot Travel call 512-353-3636. Typically, there is a \$30.00 standard processing fee per ticket or \$14.75 per ticket for groups. If you are in the CTP test pilot, use the process provided for that pilot.
- ❑ A choice of refundable or non-refundable tickets are available. If you want to purchase a refundable ticket, the Travel Agency must be notified when booking the flight.
- ❑ When using a direct bill travel agency for purchasing non-refundable airfare tickets, there is:
  - No fee for cancelling reservation within 24 hours of ticket approval
  - Residual value of ticket (airfare + fee - \$200) if changes or cancellations are relayed to the Travel Agency before flight time. Residual value will be available for the ticket holder to use for future airfare for up to one year from the date the original ticket was booked.
- ❑ Only Coach Seat fares can be purchased through the contracted travel agency. Business or First Class, Multiple Seats (for one passenger), Flight Insurance, Early Bird Check-In, or Preferred Seating reimbursement requires Cabinet Office approval. The President's approval is required if the traveler is a Cabinet Officer.
- ❑ Check with the Travel Office for out of the ordinary airfare scenarios for the best method of reporting and reimbursement. When this occurs, it is best to document what airfare would have cost for round trip coach seating with an airfare quote prior to the trip taking place.
- ❑ An upgraded fare class is allowable for VIP guests of the university, such as high-profile visitors, dignitaries, distinguished lecturers, etc. Departments must obtain approval for this upgrade from their Cabinet Officer and must attach the approval to the Travel Funds Commitment Trip Number (starts with 2014 for non-employees). The university's travel management company will contact the Travel Office for confirmation and approval that the upgraded fare may be reserved for the traveler. Note that the requesting department must have funds available to pay for the additional fare costs.
- ❑ Purchasing personally paid airfare requires proper receipt for reimbursement:
  - Traveler will not be eligible for airfare reimbursement until the trip is complete and an Expense Report is submitted for payment.
  - Passenger receipt portion of the airline ticket must be attached to the Expense Report and include the itinerary, an itemized cost breakdown, the traveler's name(s), a fare basis code (only reimbursement for travel in coach section is allowed) and method of payment.
    - Traveler should forward the itinerary to ISOS (regardless of the destination) so proper reporting and contact can be done if an emergency situation occurs in the location where the traveler is. Please see [MyTrips User Guide](#) for instructions to do this step as well as set up your profile if that has not already been done.
    - If a third-party is paying for the airfare, that itinerary should also be forwarded to ISOS.

### **Lodging & Meal & Incidental Expenses (M&IE) Per Diem Summary**

- ❑ [Lodging](#) and [Meal Per Diem](#) rates are based on location of overnight stay (destination) and not where business is conducted (duty point).
- ❑ View Federal Government Services Agency (GSA) Per Diem rates through the [GSA.gov](#) link and select the 'Travel' tab at the top of the screen.
  - On the Per Diem tab choose Per Diem rate by selecting the State from a drop down menu then clicking on the 'Next' button. Select 'Look Up Rates By Fiscal Year' button which will default to the current fiscal year and then select the 'Go' button. A table of all the meal and lodging allowance rates for that state will appear.

- If not sure about the City or State choose Per Diem rate by entering Zip Code then selecting the 'Find Rates' button. Meal and lodging allowance rates for that zip code will appear.
- All states, territories and foreign countries have a 'Standard Rate' or 'Other' rate if the destination is not designated on the GSA table.
- To view maximum Per Diem rates for locations outside the continental United States, go to the 'DoD Site' or 'State Dept Site' links located at the bottom of the 'Search by State' screen.
  - Select Alaska, Hawaii, and U.S. Territory Per Diem rates by clicking on the 'Visit DoD Site'.
    - Select the desired destination with the drop-down menu and include or exclude military installations in the 'Per Diem Rates Query'.
    - Select the 'Calculate' button on the right side to view the Per Diem rate table.
  - Select foreign Per Diem rate by clicking on the 'Visit State Dept Site'.
    - Select 'Foreign Per Diem Rates by Location' link to go to the alphabetical drop down 'Country:' menu to select the foreign destination.
    - Scroll through the listed countries to select desired destination and select the 'Go' button to view the Per Diem rate table.
- Account Manager may apply more conservative (lower) lodging or meal rates and must notify the traveler of the department's more conservative reimbursement rate prior to departure.
- Lodging Per Diem rates may not be decreased to increase allowable Meal Per Diem rates.

### **Meal & Incidental Expenses (M&IE) Per Diem**

- There is one GSA Meal Per Diem rate per location for the fiscal year October through September.
- May claim the GSA allowed maximum Per Diem rather than actual and the First and Last Day of travel at 75% of Per Diem. There is \$5 included in the Per Diem rate for Incidental Expenses.
- No individual meal receipts need to be attached to an Expense Report if using Meal Per Diem rates.
- Deduct meals paid directly by the university (example: registration paid for conference lunch) or meals paid by another entity (example: attended business dinner) from your Per Diem by using the Meals and Incidental Expenses breakdown chart (M&IE) on the GSA Per Diems website [M&IE Breakdown](#). Deduct 75% if the meal was provided on the first or last day of travel.
- A conference agenda must be attached to the Expense Report or e-NPO for meal per diem reimbursement. The agenda should detail which, if any, meals were included in the registration cost. If the agenda is lengthy, the first page with the conference title and pages which show the meals provided sufficiently support the per diem reimbursement and any necessary reductions.

### **Business Meals**

- [Business Meals](#) may be reimbursable through an Expense Report when conducted during travel.
- Business meal reimbursements require itemized receipts and the tip may be no more than 20% of the pre-tax amount. Provide an explanation of the necessity of the meal expense.
- The GSA Per Diem for Texas State travelers will need to be reduced for business meals attended.
- If a meal with external attendees must be purchased while conducting university business on an overnight or non-overnight trip the cost may be reimbursable through an Expense Report as a

Business Meal. Provide an explanation of the necessity of the meal expense.

- If lunch must to be purchased while conducting university business on a non-overnight trip lasting more than 8 hours and attendance is required at this event, the actual cost may be reimbursable through an Expense Report as a Business Meal. Provide an explanation of the necessity of the expense (example: attended all day conference).

## **Lodging Per Diem**

- GSA Lodging Per Diem rates may fluctuate monthly for the fiscal year October through September.
- Excess lodging is defined as the room rate that exceeds the daily lodging Per Diem rate. There is no extra approval needed for excess lodging, excluding Student Services, but it must be reported on the Expense Reports of Texas State employees and current Texas State students.
- The lodging establishment must be a commercial entity outside the designated headquarters.
- Receipts must contain the lodging establishment name and address, traveler name, single room rate, and itemized charges. The hotel address is needed in order to confirm applicable GSA rates.
- Travelers will be reimbursed for the actual lodging expenses per attached hotel receipt.
- Travelers are exempt from payment of State of Texas hotel occupancy tax and must present the '12-302 State Hotel Occupancy Tax Exemption Form' to the lodging establishment. Texas State employees and current Texas State students will not be reimbursed for this 6% tax.
- Allowable hotel taxes and required fees are reimbursable proportionate to the lodging reimbursement room rate.
- Lodging taxes and required fees may be reported separately from the room rate OR added to the lodging expense type on the Expense Report.
- Shared lodging is reimbursable for one of the travelers or split between two or more travelers.
  - Individual receipts showing the traveler's cost share is required for each reimbursement request.
  - If the room rate paid by each current Texas State employee or student exceeds the maximum Per Diem rate, excess lodging must be reported on the Expense Report.
- Pay hotel bill with a Texas State Individual Travel Credit Card or a Personal Credit/Debit Card.
  - Traveler will not be eligible for lodging reimbursement until the trip is complete and an Expense Report is submitted for payment.

## **Student Group Travel**

### **Travel Request/Funds Commitment**

- Student's travel expenses may be added to a sponsoring Texas State employee's TR/FC. Attach a complete student list or:
  - Report in the 'Comment' section of the TRAVELTracks Travel Request.
  - Report in the 'Purpose of Trip' section of the T-10 Travel Authorization form. The T-10 is required to be attached to the Travel FC.
  - If purchasing airfare, list the student driver's license name(s) for verification purposes.
- Students may be added and/or removed from the list with Account Manager approval.
- If a student list will not be finalized when the trip approval is submitted, note it and follow up with a final student list before the trip starts.

- ❑ Email the Travel Office at [travel@txstate.edu](mailto:travel@txstate.edu) to modify or update the student list.
- ❑ When using TRAVELTracks, select 'Group or Student Group' as the 'Activity Type' and enter all the traveler's meal and lodging per diems referencing the GSA Per Diem guidelines in the appropriate box. If using direct bill or personally paid airfare, enter the estimated amount in the airfare box.
- ❑ A travel advance may be acquired for Student Group travel and must be obtained on the Travel Request when submitted for approval. The advance amount may not exceed the total estimated cost of the Travel Request and will be released 10 business days prior to the trip start date.

### Travel Expense Report

- ❑ In TRAVELTracks, the student's lodging should be reported in the 'Group Travel' expense type on the Expense Report. If all the lodging is reported that way make sure the 'Accommodations Per Diem' box is unchecked at the bottom of the 'General Data' screen.
- ❑ When completing an Expense Report for Student Group travel the meals may be reported two different ways. Both methods may be used to report the meal expenses on the same Expense Report, but they may not exceed the GSA Per Diem maximum meal allowance per individual:
  - Attach an itemized receipt. The allowable tip may not exceed 20% of the pre-tax total. The student names are referenced on the TR/FC and therefore a list for the meals is not required. The Travel Office will count the number of meals and compare to the list of students when auditing the meal receipt.
  - Attach a document stating the trip number, date, amount of meal money given to each student, the student's full name, and their signature of receipt.

### Foreign Travel

- ❑ View the travel website link [Foreign Travel](#) for more university foreign travel information.
- ❑ Foreign Travel is defined as travel that takes place outside the United States or its Territories either going to/originating from a foreign country or from one foreign country to another.
- ❑ All foreign travel that is paid by university funds for Texas State employees, students, prospective students, prospective employees, contractors, consultants, guest speakers, or visiting guests, must be approved by the President or President's Designee (currently delegated to the Cabinet Officers) at least 10 business days in advance of the start date.
- ❑ All current Texas State students, employees and guests of employees must complete one of the following forms for university-sanctioned foreign trips. The T-4 International Release of Liability, Indemnification and Assumption of Risk Agreement and/or the T-4G or T-4M International Release of Liability, Indemnification and Assumption of Risk for Foreign Travel Form(s) must be completed in its entirety by the traveler, guest, guardian or Travel Assistant.
  - The form(s) must be attached to TRs or Travel FCs involving foreign travel before it is submitted into the approval workflow.
  - The traveler listed on the form must sign the form (or a guardian if the traveler is under 18 years of age). Electronic signatures are acceptable.
  - The T-4 Form must be completed for current students and employees. Note that the agreement section of the form is only applicable if the employee is traveling or remaining in a country with a Level 3 warning at any point before or during travel. Conversely, the agreement section is not applicable for travel to a country or region with a Level 1 or 2 warning. The traveler should read all sections of the form and comply with each before and during travel as applicable (e.g. monitor

- travel levels, register with International SOS, etc.).
    - Travel to a region of a country with a Level 1 or 2 Travel Advisory is allowed for employees and students.
    - Employees may travel to a region of a country listed with a Level 3 advisory but are not allowed to travel to a region of a country listed with a Level 4 advisory.
    - Students are not allowed to travel to a region of a country listed with a Level 3 or 4 Travel Advisory regardless of the rationale for travel.
    - If a student is under 18, contact the Travel Office to assist in completing the T-4 Form.
  - The T-4G Form must be completed for the business traveler's dependents, family members or guests traveling on the same itinerary.
  - The T-4M Form must be completed for business traveler dependents, family members or guests if they are under 18 years of age traveling on the same itinerary.
- The university provides complimentary foreign travel assistance and insurance to faculty, staff, employee's dependents-family-guests, and students while in business travel status for coverage in the event of an emergency. International SOS (ISOS) is the Travel Assistance Program service provider and will provide Travel Alerts, Medical, Personal, Travel and Security assistance while in a foreign country. For more information, visit the [Travel Assistance & Foreign Travel Insurance](#) webpage. A Texas State NetID and password are required to access this link. Travelers may choose to print the insurance information or may obtain one or more copies of a business card with the contact information and policy numbers from the Travel Office. The business card is the better option as it has the contact information to call while abroad depending on your current location.
- Travelers must convert to U.S. dollars the travel expenses incurred in foreign currency and include the exchange rate in the Expense Report using the [OANDA Currency Converter](#) to validate the exchange rate. Attach the individual or average conversion rate document to the Expense Report.
- Select the currency that needs to be converted from the drop-down menu. Enter the individual receipt amount, select the receipt date and select U.S. Dollars to complete the conversion.
  - Select the currency that needs to be converted, click on the 'Historical Exchange Rates' tab, and enter the trip date range. View the rates per day and obtain an average conversion rate.

## Travel Advances

- View the travel website link [Travel Advance](#) for more university Travel Advance information.
- Travel advances can only be given to an employee of Texas State for travel and meet one of the following conditions:
- travel includes at least one student and planned reimbursable expenses are \$200 or more; or
  - travel will occur in a foreign country and planned reimbursable expenses are \$500 or more; or
  - travel relates to research, trip period exceeds five calendar days, and planned reimbursable expenses are \$500 or more.
- The Travel Advance may not be more than the estimated costs of the entire TR/FC.
- A Travel Advance MUST be obtained on the TRAVELTracks Request at the time of submission. If an advance is added after the request is posted, it will have to be reset to add the advance and then go through the approval process again. Only one Travel Advance payment can be made to an employee in TRAVELTracks per Travel Request.
- A 'T-5 Travel Advance Request Form' is required when multiple advances are needed. Reference an approved Travel Funds Commitment (required) and submit to the Travel Office, allowing at least 5 business days to process.

- The requested advance amount will not be paid to the employee until 14 days prior to the beginning trip date and will be reimbursed as is indicated on the traveler's vendor record (such as direct deposit or check). If the advance payment is required earlier than 14 days, note that on the Travel Request so the Account Manager may approve the earlier advance disbursement.
- The funds advanced will be deducted from the Travel Expense Reimbursement.
- If you have unused money left from the advance (reimbursable receipts are less than the advance received, not including company paid airfare, car, and lodging), deposit excess funds at the Cashier's Office located in JCK Room 188.
  - Deposit excess funds into the following Travel Advance account: General Ledger # 101110 and Fund # 2025031000 referencing the trip number.
  - Attach the deposit voucher receipt generated by the Cashier's Office to the Expense Report.
  - Report as 'Advance Return' expense type on the TRAVELTracks Expense Report.
- The Expense Report must be submitted to the travel office and unused advance funds must be returned to the Cashier's Office within 30 days of the return trip date or it is considered past due.
  - Cannot get another advance when you are past due.
  - Three past due advances prohibit access to future advances.
  - If not in by 60 days, advance amount may be added to your W-2 earnings.
  - University must be IRS Compliant on advances to employees.

## Rental Vehicles

- For more rental vehicle information, visit the Travel website, select the Procedures tab, [Rental Cars](#). A Texas State NetID and password are required to access this link. Detailed instructions on how to reserve a rental vehicle with the State of Texas contracted agencies Avis or Enterprise are included on this page.
- The Travel Office must have properly approved TR/FC and funding before the vehicle can be reserved. Entry of the trip number is required when reserving a vehicle.
- When using the contracted direct bill vehicle rental agencies, the rental rate includes Loss/Damage Waiver (LDW) insurance covering damage to the rental vehicle and Liability insurance which covers persons and property outside the vehicle. State of Texas motor vehicle sales tax will not be billed (if picked up in Texas) as rental vehicle direct billed expenses are automatically exempt.
- If you rent a vehicle from a non-contract rental car vendor, insurance may or may not be included in the base rental rate. Inquire at the time of rental if the contract insurance coverage is included. If it is not, you must purchase the LWD and Liability insurance. If you need to use a non-contract rental car vendor under an allowable exception, LDW and Liability insurance charges will be reimbursed by the university. Explain reason for exception.
- The contracted rental car vendors will block the selection of other insurance and options when reserving the vehicle. The purchase of additional insurance and options which include Personal Accident Insurance (PAI), Personal Effects Protection, Additional Liability Insurance, Roadside Assistance, and Fuel Service Option will not be reimbursed. The GPS option is reimbursable.
- To access the Enterprise Online Booking System, log on to the [SAP Portal](#) using your NetID and password, then go the Employee Self-Service tab, TRAVELTracks, then Car Rental. For 15 passenger vans and other vehicles not listed in the on-line booking system call 512-912-5500 or call the branch directly such as: San Marcos 512-396-2988; New Braunfels 830-629-4522; Austin 4352 S IH 35 512-462-9000; Austin 319 S Lamar 512-472-1373; Austin 1201 West 5<sup>th</sup> 512-476-2300.
- Use Avis Wizard number to reserve a vehicle by calling 800-331-1551 or through the online



reservation system accessible through the Travel website. Select the Procedures tab, Rental Cars, then scroll to [Avis Rent-A Car, Inc.](#) You will be required to sign in with your NetID and password.

- Drivers must be 21 years old to operate Avis 12 passenger and Enterprise 15 passenger vans.
- Personally paying for a rental vehicle requires proper receipt for reimbursement.
  - Travelers are ineligible for reimbursement until trip is complete and Expense Report submitted.
  - Passenger receipt portion of the rental ticket must be attached to the Expense Report and include an itemized cost breakdown, the traveler's name and method of payment.

## Mileage

- View [Mileage](#) for current and historical mileage rates and general university mileage information. The mileage reimbursement is directly tied to the travel dates and mileage rate for that time period.
- Mileage may only be calculated when operating a personal vehicle.
- Mileage is from designated headquarters to the duty point, then back to designated headquarters.
- Designated headquarters is the location of the traveler's permanent work assignment, either:
  - 601 University Drive, San Marcos, TX 78666 **or** 1555 University Blvd, Round Rock, TX 78665.
- Change of traveler's designated headquarters must be approved by the VPFSS and sent to the Travel Office for tracking. This record of approval must be updated each fiscal year.
- MapQuest or Odometer readings must be used when calculating miles driven:
  - Attach the MapQuest document reporting the total trip miles and mileage rate calculation.
  - If the Odometer method is used, attach a 'T-3 Daily Mileage Worksheet' to the Expense Report.
- MapQuest Standard Mileage Chart may be used for in-state mileage between common locations.
  - Chart has predetermined mileage with MapQuest Numbers for each route.
  - Mileage amount is set (mileage only – does not include toll charges).
  - Do NOT need to attach MapQuest documentation for these if referenced on Expense Report.
  - TRAVELTracks Expense Report:
    - Select 'Mileage' expense type in the 'Enter Receipts' screen.
    - Enter the absolute mileage dollar amount (ex. \$77.45) from the MapQuest Mileage Chart.
    - Enter the MapQuest Number (ex. MQ#01) in the 'Comment' section of the 'Mileage' expense.
  - e-NPO Travel Expense Report:
    - Enter the MapQuest Mileage Chart Number (e.g. MQ#1) in the 2.) Additional Notes/Comments or any special handling instructions:' section.
    - Enter the absolute mileage dollar amount (e.g. 73.34) from the MapQuest Mileage Chart in the 'Amount' column of the 'Account to be charged information' area.
- You may claim less than the MapQuest Standard Mileage Chart by stating 'Claiming less than MQ#01' in the applicable part of the travel Expense Report. Enter the lesser mileage amount or miles and do not attach MapQuest documentation.
- When incurring toll charges in Texas using a personal vehicle, the toll road estimator may be used as support for expense reimbursements. This means you will not have to wait for the toll statement to submit the Expense Report. Select one of the following links for the State of Texas toll calculator:
  - [https://www.txtag.org/en/about/tollroad\\_locations.shtml](https://www.txtag.org/en/about/tollroad_locations.shtml) (information for all Texas toll areas)
  - <https://www.txtag.org/en/tollCalc/site.html>. (interactive toll calculation method in Austin)

## **Reimbursable Expenses Summary**

- Personally paid Coach Airfare.
- Meals Per Diem and Business Meals (tip not to exceed 20% of pre-tax total) while traveling. Meal Per Diem must be adjusted when a meal while traveling is paid by another source.
- Lodging, including Excess Lodging, Out-of-state, County, City hotel occupancy taxes, and fees.
- Transportation, including Buses, Shuttles, Taxis, Rental Vehicles, Fuel for rental vehicles, Mileage for personal vehicles, Road Tolls, and Parking. Taxi tips not to exceed 20% of the total fare.
- Other Charges and Fees, such as baggage fees, internet and fax fees, copy charges, registration fees, membership fees if you must join to register for event, passport or visa charges if the travel is deemed necessary to conduct university business, charges to exchange currency.

## **Non-Reimbursable Expenses Summary**

- Expenses incurred on behalf of another individual, other than with a student or student group.
- Fares, other than Coach Class, preferential seating, more than one seat for one traveler, or priority/early boarding fees.
- Travel purchased using frequent flyer miles, personal flight/travel credits or other reward programs.
- Passport fees where attendance is not required.
- Personal incidental expenses, such as non-business related excess baggage charges, laundry (other than athletic team laundry), tips/gratuities for meals (other than for student group meals), tips for hotel staff, alcoholic beverages, personal entertainment, or expenses related to the operation of a personally-owned vehicle.
- If the traveler incurs any non-reimbursable expense (e.g. first-class airfare, early bird access, or other upgrades), such expenses must be personally paid or exception approval for reimbursement obtained from the traveler's Cabinet Officer. If the traveler has a medical note from a physician pertaining to the reason a different fare class is needed, it must include an end date for the condition (if appropriate) and the traveler's Cabinet Officer must approve the increased fare requirement.
- If a non-employee traveler is contracted, normally non-allowed expenses will be allowed accordingly.

## **Itemized Receipt Requirements**

- Receipts must accompany completed Expense Reports for reimbursement.
- Do not submit meal receipts when claiming Per Diems unless to report business or student group meals. Such meals require itemized receipts and tips no more than 20% of the pre-tax amount.
- Receipts must match trip itinerary dates, location(s), and name(s).
- Receipts must show payment and not be confirmation.
- If a receipt of an inconsequential amount cannot be provided, a written explanation, along with account manager approval, a credit card/bank statement, or canceled check may be an alternative.
- Do not highlight or tape over important information or it will be unreadable and not reimbursed.
- The preferred method of receipt submission is to be grouped in like categories and then in date order. Attach receipts to an Expense Report with ONE scanned document if possible.

- ❑ Expenses incurred in foreign currencies or exchanges of currency must be converted to U.S. currency using approved conversion methods, such as historical rates on the Oanda website.

## Travel Charge Card

- ❑ View the travel website link [State Travel Charge Card](#) for more university individual bill account charge card information. Citibank was awarded the state travel charge card service contract.
- ❑ Only full-time faculty and staff are eligible. Texas State employees must take or expect to take 3 or more business trips or expense at least \$500 on official state travel business per fiscal year.
- ❑ To access the online application, you will need your Texas State Net User ID.
- ❑ Travel Office must receive a completed 'T-9 Individual Bill Account Cardholder Agreement' before authorizing Citibank to process and validate the credit card (potential card holder's credit history).
- ❑ Credit Card is traveler's responsibility to be used only for business-related charges while traveling on official state business. Traveler must pay card statement timely and report lost card immediately.
- ❑ To increase the original credit limit of the credit card, send the Travel Office a completed 'T-14 Individual Bill Travel Card Credit Limit Increase' form. This requires supervisory approval.

## Airport Parking at Fast Park

Enroll in the [AUS Fast Park & Relax](#) program and obtain corporate rates (**Company Code 0214207**). May be used for business or personal travel for services such as car-to-airport terminal and luggage assistance. Fast Park offers rates at 16 convenient locations, including the Austin and Houston airports.

## Travel Forms and Links

- ❑ View the applicable [Travel Forms](#).
- ❑ T-1 Transportation Cost Equivalency Form
  - Car Rental or Personal Vehicle Mileage in lieu of air travel when traveling outside of Texas.
  - Travelers may request car rental or mileage reimbursements even though air travel is the appropriate form of transportation if such costs do not exceed airfare, mileage to the airport, airport parking, and rental vehicle at trip destination.
  - Attach a copy of the airfare quote that was used for review by the Travel Office.
- ❑ T-3 Daily Mileage Worksheet
  - Assists in recording daily or routine mileage counts which are eligible for reimbursement.
  - Forms may not be handwritten. Odometer readings must be typed to utilize the mileage calculations. Select the mileage rate for the miles driven to determine the total reimbursement.
- ❑ T-4 International Travel Release of Liability, Indemnification, and Assumption of Risk Agreement
  - Required for employees and current student travelers to complete all fields and sign the form. Travelers assume any and all risk and liability while traveling or remaining in a country with a Level 3 warning at any point before or during travel. Attach completed form(s) to the TR/FC upon submission for approval.
- ❑ T-4G Release of Liability and Assumption of Risk for Foreign Travel for Guests
  - Required for employee's dependents, family members, or guests traveling on the same Itinerary. Completion of all fields/signatures is required from each traveler, who assumes any and all risk and liability while on the trip. Attach completed form(s) to TR/FC.

- T-4M Release of Liability and Assumption of Risk for Foreign Travel for Minors
  - Required for employee's dependents, family members, or guests under 18 traveling on the same itinerary to complete all form fields and sign the form, assuming any and all risk and liability while traveling. Attach completed form(s) to the TR/FC upon submission for approval.
- T-5 Travel Advance Request Form (for Travel Funds Commitment only)
  - Employees may request a travel advance for meals, lodging and/or transportation if a group of students, team/sports, or foreign travel is involved. The Travel Office must have properly approved Travel Funds Commitment and funding before the advance can be processed.
- T-102 Non-Overnight Meal Allowance
  - Authorizes an allowance to an employee for planned and recurring non-overnight travel meals while conducting official university business outside designated headquarters. Actual meal cost or Per Diem is reimbursable. Payment is processed through the Payroll Office via a PCR.
- OSFR Report of State Agency Travel to Washington DC
  - Texas law requires state funded travelers to submit travel details to the Office of State and Federal Relations when engaging in activities related to obtaining or spending federal funds, or to impact federal policies.
- 12-302 State Hotel Occupancy Tax Exemption Form
  - For hotel tax exemption from a Texas hotel vendor, complete and submit prior to payment.
- 14-305 Motor Vehicle Tax Exemption Form
  - For Texas sales tax exemption when employees pay to rent vehicle for university business.
- T-10 Travel Authorization Form
  - Used for prospective employees, students, consultants, or other non-employee travelers or for blanket travel when blanket travel cannot be processed on TRAVELTracks for an employee. Attach to a Travel Funds Commitment to fully define the travel for the required approvers.
- CBOA Citibank Online Application
  - Link to the Citi Manager website to complete the online application for a Citibank credit card.
- T-9 Individual Bill Account Cardholder Agreement Form
  - Must be completed by the applicant and submitted to the Travel Office before the university authorizes Citibank to continue the credit card validation and processing.
  - Confirms the understanding of policies, regulations, and penalties for using a State of Texas Travel Charge Card and agreement to abide by them.
- T-14 Individual Bill Travel Card Credit Limit Increase Form
  - To increase the original credit limit of the card. Requires supervisory approval.
- View the [State Regulation Website](#) and other helpful travel related links.

### **Travel SAP GUI Transaction Codes** (SAP access contingent upon security authorization)

- FBL1N – Vendor Line Item Display
  - View vendor payment history and pending payments.
- ZFMZ1 – Create Travel Funds Commitment
  - Create a Travel Funds Commitment for non-employee or employee blanket travel approval.
- ZTFC\_INIT – Travel Funds Commitment Monitor – Initiator
  - Report which shows the Travel Funds Commitment initiator all the Travel Funds Commitments

they have created and current status and pending approvals.

- FMZ3 – Display Travel Funds Commitment
  - Review travel funds commitment entry 20145#####.
- ZELST – PERNR Employee Number List
  - Traveler’s personnel number look up for TRAVELTracks.
- ZTRIP\_DISPLAY – Display Trip Form screen
  - View traveler’s Travel Request or Expense Report status in TRAVELTracks.
- ZNOPOFORM – e-NPO Entry Form screen
  - Create an e-NPO (electronic Non-Purchase Order) for travel reimbursements on a Funds Commitment, not claimed on a TRAVELTracks Expense Report, or for a travel invoice payment.
- ZNOPO2 – e-NPO Payment Monitor
  - Report which shows pending e-NPOs the initiator created and monitor approvals and payments.
- ZOPEN\_ENCUMBRANCE – Current Open Encumbrance Report
  - Used to view open encumbrances. Can enter only the Travel GL numbers in the commitment fields or can run without GL numbers which will display ALL encumbrances, not just Travel.