



### **21.01.03.N0.01 Travel Program**

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### **Summary**

This document provides the guidelines for the travel program and procedures for TEEX Go Cards, travel requests, expense reports, reimbursements, workflow approvers, travel expenses, and exceptions.

### **Definitions**

Designated headquarters – the area within the boundaries of the city where a state employee's place of employment is located in.

Duty point – the destination, other than a place of employment, that a state employee travels to conduct official state business.

Go Card – TEEX's State of Texas travel card.

Incidental expense – an expense incurred while traveling on official state business. The term does not include a meal, lodging or transportation expense, or a personal expense.

myTravel/SAP Concur – the booking tool, reporting tool, travel request and expense reporting, and approval program for all TEEX employees, prospective employees, advisory board members, and other state employees. Concur may also be used for other non-employee travel.

Place of employment - The office or other location where a state employee most frequently conducts official state business.

Travel expense – a meal, lodging, transportation, or incidental expense.

View additional definitions on [Textravel](#)

## **Requirements**

### **1. Responsibilities**

- 1.1 The Travel Coordinator is responsible for developing, maintaining, and conducting travel trainings, managing the TEEX Go Card travel card program, assisting with Concur technical support, and serving as the point of contact between TEEX and its contracted travel agency.
- 1.2 All TEEX employees are responsible for the security of their myTravel/SAP Concur login credentials and TEEX Go Card. All employees are responsible for submitting their own travel requests and expense reports within the timeframes defined by policy or guideline.
  - 1.2.1 All employees are responsible for setting up direct deposit via Workday for expense reimbursement; default reimbursement method is paper check if direct deposit is not elected.

### **2. Procedures**

#### **2.1 Go Card**

- 2.1.1 All cardholders must fulfill training requirements designated by Financial Services to gain and maintain active cardholder status.
- 2.1.2 Noncompliance with related statutes, policies, or requirements may result in Go Card suspension or revocation.

#### **2.2 Travel Requests**

- 2.2.1 Travel requests via Concur are required for trip types identified in this section. All requests must be submitted to final approver at least five (5) business days prior to trip start date.
- 2.2.2 Special Requests
  - 2.2.2.1 Use of personal vehicles requires approval via Concur Request when travel is more than 250 total miles.
  - 2.2.2.2 Business/1<sup>st</sup> Class airfare requires Deputy Director's approval via Concur Request.
  - 2.2.2.3 Foreign Travel requires approval via Concur Request.
  - 2.2.2.4 Congressional Business to Washington D.C. requires approval via Concur Request.
  - 2.2.2.5 Combined personal with business travel requires Division approval via Concur Request; the Concur Expense Report must include enough information to distinguish personal from business.
  - 2.2.2.6 Airfare seat upgrades for K9 handlers traveling with K9 requires Division Director approval.

2.2.2.7 Cash advances are only available with foreign travel requests.

2.2.2.8 International cell phone usage reimbursement requires approval by CFO or Deputy Director prior to departure; itemized cell phone bill and cell phone activity log required.

#### 2.2.3 Exceptions

2.2.3.1 Exceptions are considered on a case-by-case basis prior to travel by the Agency Chief Financial Officer.

2.2.3.2 Exceptions requesting greater than State of Texas, Continental United States (CONUS) & Outside of Continental United States (OCONUS) published rates require approval from Agency Chief Financial Officer prior to departure.

#### 2.3 Expense Reports

2.3.1 Delegates may assist in completion of an expense report, but only the employee can accept and submit the Submitter Certification in the Concur Expense Report without violating state law.

2.3.2 Employees will assign TEEX Go Card charges to a Concur Expense Report within 10 days of posting.

2.3.3 Expense reports not submitted within 90 days of the trip end date will be taxable to the employee and division; resulting expenses will be included on employee's W-2.

#### 2.4 Workflow Approvers

2.4.1 Request and Report Approval authority is assigned and maintained via Workflow Approvers report in Power BI

2.4.2 All requests to change approval authorities must be submitted to the travel coordinator.

2.4.3 Final approvers and their delegates must have completed TEEX Disbursements training.

#### 2.5 Internal Transfers

2.5.1 Employees that transfer employment within TEEX must ensure all expense reports are submitted prior to beginning work in the new division.

### 3. Travel Expenses

#### 3.1 Airfare

3.1.1 All airfare is required to be purchased with Go Card or Division travel card.

3.1.1.1 Airfare purchased on any other method of payment is not reimbursable. Airfare is not reimbursable when purchased with an online booking agent such as Orbitz, Expedia, etc.

3.1.2 Refundable and nonrefundable tickets can be purchased at the discretion of the respective division and program.

3.1.3 Premium, upgrade, and priority seating is not eligible for reimbursement; if economy seating is not available, provide airline documentation with travel details to support upgrade.

### 3.2 Lodging

3.2.1 Destination must be more than 50 miles from designated headquarters to obtain reimbursable lodging.

3.2.2 Traveler must use state contracted hotel, if lowest cost, and closest to duty point when at all possible.

3.2.3 TEEX is exempt from Texas Hotel Occupancy Tax and is not a reimbursable expense; present [Hotel Tax Exemption \(FS-68\)](#) at check-in.

3.2.4 Lodging is not reimbursable when purchased with an online booking agent such as Orbitz, Expedia, etc.

3.2.5 Mandatory expenses, such as room delivery service, are reimbursable.

### 3.3 Rental Vehicle

3.3.1 Employee must use state contracted rental car services where possible.

3.3.2 Rentals are not reimbursable when purchased with an online booking agent such as Orbitz, Expedia, etc.

3.3.3 TEEX is exempt from Motor Vehicle Rental Tax and is not a reimbursable expense; present [Motor Vehicle Rental Tax Exemption Certificate \(FS-95\)](#) at check-in.

### 3.4 Personal Vehicle

3.4.1 Mileage will be reimbursed at the [State of Texas rate](#).

3.4.2 Mileage is determined using either: 1) point-to-point itemization using Concur mileage calculator, or 2) odometer readings using [Personal Mileage Worksheet \(FS-82\)](#).

3.4.3 Commuting miles from residence to headquarters is not reimbursable.

3.4.4 Use of personal vehicles must not be a financial or efficiency burden to TEEX; actual variances over approved estimates may result in divisions needing to document difference to avoid using divisions' non-operating funds.

### 3.5 TEEX Fleet Vehicle

3.5.1 Refer to [Use of TEEX Vehicles SAP 33.04.99.N0.01](#)

3.5.2 Purchase fuel and submit itemized receipt. Use Voyager card for fuel and maintenance expenses. If Voyager card is not accepted, use GoCard or pay personally.

### 3.6 Meals

- 3.6.1 State travel expense reimbursement is not a per diem; actual reimbursement is limited to the amount spent for meals per day not to exceed the maximum allowable rates.
- 3.6.2 Must be eligible for overnight lodging to be reimbursed for meals; meal maximum allowed is established by GSA rate based on the location of duty point; meals during day trips are not reimbursable.
- 3.6.3 Reimbursement for meals cannot include tips, gratuities, alcohol, or personal charges.
- 3.6.4 Itemized receipt of a meal amount of \$75 or more is required if using personal payment method.
- 3.6.5 If expenditures for meals are less than the maximum limit amount, any unused amount up to the per diem amount can be used to increase lodging.
- 3.6.6 Grant or contract agreements restrictions must be followed.

### 3.7 Incidentals

- 3.7.1 An expense incurred due to travel.
- 3.7.2 Includes a mandatory insurance or service charge and an applicable tax, except a tax based on the cost of a meal.
- 3.7.3 The term does not include a meal, lodging or transportation expense, a personal expense, an expense that an individual would incur regardless of whether the individual was traveling on official state business, a tip, or a gratuity.

### 3.8 Other Expenses

- 3.8.1 Business supplies require itemized receipt.
- 3.8.2 Internet charges, tolls, baggage fees, parking, and public transportation require either itemized receipt and/or comments within Concur including amount and date for each.
- 3.8.3 Travel services not booked in Concur should have a Contract Vendor Exception form or complete the field in Concur Expense Report.

### 3.9 Unallowable Expenses/myTravel Employee Receivables

- 3.9.1 Expenses marked as unallowable are allocated as Personal Expenses on reports; the personal expenses amount will automatically withhold from the Amount Due Employee/Traveler at expense report processing.
- 3.9.2 All Amounts Due Company on expense reports will record accounts receivable on the myTravel Employee Receivables report.
- 3.9.3 Accounts Receivable will inform the employee of the amount due and provide payment instructions.

- 3.9.4 Any receivable past due over 90 days may be placed on vendor hold in the State of Texas; TEEX Go Card may be suspended and/or terminated.
- 3.9.5 See [TEEX SAP 21.01.04.N0.02 Receivables – Past Due Accounts](#) for additional policies and procedures.

## **Quality Assurance Measures**

Financial Services will review all expense reports for compliance with regulations, policies, and procedures prior to final approval and payment. With the use of appropriate reports, Financial Services will maintain compliance with the State of Texas Travel Card program, expense reporting processes, training, and deadlines. Unallowable expense trends will be monitored for potential fraud analysis.

## **Related Statutes, Policies, or Requirements**

[State Government Code 660](#)

[Texas Administrative Code, Title 34, Part 1, Chapter 5, Subchapter C Section 5.22](#)

[Texas Travel Management Program](#)

[Texas Travel Allowance Guide \(Texttravel\)](#)

[System Policy 21.01 Financial Policies, Systems and Procedures](#)

[System Policy 07.01 Ethics](#)

[System Policy 13.04 Student Travel](#)

[System Regulation 21.01.03 Disbursement of Funds](#)

[TEEX SAP 21.01.04.N0.02 Receivables – Past Due Accounts](#)

Federal regulations where applicable

Executed contracts and grants

Agency travel guidelines

## **Office of Responsibility**

Financial Services - Travel Coordinator

979-500-6638