SHSU Disbursements & Travel Services

Travel Reimbursement Guide

Version 1; May 1, 2013
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Purpose

This manual was developed for Sam Houston State University employee’s to have a helpful guide in identifying expenses that are allowed and receipt requirements.

The contents of this manual will enable the reader to process an accurate travel reimbursement voucher.

Guidelines are subject to change and not all travel subjects may be addressed in this manual. This manual is designed to be a helpful tool to travel reimbursement requirements. Please review all Travel Policies on the SHSU Travel Policy webpage. Please contact the travel office for assistance.
## Glossary

<table>
<thead>
<tr>
<th>Term</th>
<th>Description</th>
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<tbody>
<tr>
<td>INB</td>
<td>Internet Native Banner - a resource system used by SHSU for administrative tasks</td>
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<tr>
<td>MySam</td>
<td>Web portal common to SHSU</td>
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<tr>
<td>SSB</td>
<td>Self-Serve Banner - a resource system used by SHSU for self-service tasks</td>
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<tr>
<td>Travel Voucher</td>
<td>Paper document noting all travel expenses and details of trip.</td>
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<tr>
<td>GSA</td>
<td>General Service Administration</td>
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<tr>
<td>OSFR</td>
<td>Office of State-Federal Relations</td>
</tr>
<tr>
<td>Claimant/Traveler</td>
<td>Employee who is traveling on behalf of SHSU</td>
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</table>
Before you make any lodging arrangements, you should verify the allowed meal and lodging rates for your duty point.

**GSA- U.S. General Services Administration** – Tool used to obtain allowed meal and lodging rates.

**Meal & Lodging Rates:**

Verify allowed meal and lodging rates at [www.gsa.gov](http://www.gsa.gov)

Note: This is used for all travel, in state, out of state, and foreign.
Note: The above rates are NOT a Per Diem – SHSU will reimburse up to the allowed amount.
Meals:

If you are submitting meal receipts, please tape all receipts in date order to a sheet of paper. Use one side of paper only, due to scanning of documents.

- Remove all tips and alcohol.
- Meals are for employee or students only (no guest).
- Total each day’s meal expense.

Daily reimbursable total may not exceed the GSA allowed per diem. Meals are calculated on a daily basis. You cannot move expenses from one day to the other.

Non-Overnight Travel:

Meal rates for both in-state and out-of-state are $36.00 per/day. Be advised that non-overnight meals claimed are considered as income and must be reported on his or her W-2 tax form.

Overnight Meals:

Reference, [www.gsa.gov](http://www.gsa.gov) to obtain the allowed meal rate for your duty point. This is not a per diem; SHSU reimburses actual expenses up to the allowed amount less tips and alcohol.

Lodging:

Lodging is reimbursed according to the allowed rate noted by the GSA, and is based on a single room rate. A paid receipt is required for reimbursement. Confirmation of reservation is NOT a reimbursable document.

1. Lodging receipt must be in the claimant’s name.
2. Detailed receipt required
3. “Will be settled to”, “Zip out Check Out”, “Express Check Out” hotel receipts are not reimbursable documents. (see example below)

Sharing Lodging:

If one or more employees share lodging, each employee must incur their portion of the hotel expense. Each must provide proof of payment for their portion.
Receipt Requirements for Sharing Lodging:

Lodging receipt is not in the traveler’s name:

1. Because the employee paid his portion directly to the hotel, or
2. Because the employee shared room with another person who paid for the hotel, or
3. The reservation was made by someone else and hotel put their name on receipt.

Regardless of the situation an employee must provide copy of lodging receipt with proof of payment for their portion of the hotel expense. For example: credit card statement with their name reflecting hotel charge, a cash receipt from the person who actually paid reflecting payment. Call Travel Office of more information.

Example of: “Zip Out Check Out”, “Express Check Out”

If you have a “Zip-Out-Check Out” or “Express Check-Out” hotel receipt, contact the hotel for a paid receipt prior to sending voucher to Travel Office.
Lodging Tax:

Sam Houston State University employees are exempt from the Texas hotel occupancy tax. The exemption form is located in the Travel Section of the SHSU forms page. http://www.shsu.edu/intranet/policies/forms/

Submit form to hotel upon check in. Local taxes will be reimbursed based upon allowed rate in GSA. All out of state taxes must be paid and will be reimbursed to employee based upon the allowed lodging rate noted by the GSA.

Conference Room Rate:

Sam Houston State University has an internal policy which allows for the reimbursement of conference room rate, when reimbursement is made from local funds. If using a grant account, please verify with the office of Research Administration that grant will allow. State appropriated accounts are not eligible to receive conference room rate if over the GSA rate. Please note that in order to be reimbursed the conference rate; the following documentation must be included with travel reimbursement.

- Documentation from conference website verifying conference hotel, and conference room rate.

Increasing Allowed Lodging Rate:

Allowed lodging rate may be increased by the unused portion of meals.

Example: allowed meals - $40.00, allowed lodging $90.00.

Employee’s hotel room is $125.00

Employee only uses $20.00 of $40.00 allowed meals; therefore $20.00 can be added to the $90.00 allowed lodging increasing the allowed lodging to $110.00.

This can vary each day depending on the dollar amount used each day for meals. Keep in mind that the hotel tax reimbursed would also vary depending on the dollar amount reimbursed each night for lodging.
Mileage

SHSU currently reimburses personal auto mileage at a rate of .565 cents per mile for all travel on or after 3/7/13. Traveler must use Rand McNally (print and attach to voucher) in order to calculate mileage or keep a point to point mileage log and submit with travel voucher. Mileage log is also located on forms page in Disbursements & Travel Services section. Print and attach to voucher.

If an employee opts to drive out of state vs. flying, the employee must justify mileage reimbursed. You may use the Mileage vs. Airfare form which is located on the forms page under Disbursements & Travel Services.

Incidental Expenses:

Toll:

Tolls are reimbursable, with provided toll receipt. If receipt is not available, submit detail of charges: where, date, and dollar amount.

Parking:

Parking expenses are reimbursable, with provided receipt. If receipt is not available, submit detail of charges: where, date, and dollar amount.

Business Internet or Phone:

Internet or phone charges are reimbursable expenses if used for SHSU business. Receipt of payment is required.

Copy/Fax Charges:

Copy or fax charges are allowed if necessary to complete purpose of travel while in travel status. Receipt of payment is required.

Registration Fee:

Registration fee may be prepaid by department via departmental P-card or PO. The employee may incur the registration fee and be reimbursed on travel voucher. Receipt of payment is required for reimbursement.
Airfare:

Employee must incur the airfare cost, and be reimbursed upon return of trip. Airfare “passenger receipt” is required for reimbursement. Receipt must include:

1. Employee name
2. Dates of travel
3. City pairs
4. Ticket number
5. Dollar amount

If the employee includes personal business with SHSU business, the employee must include documentation that the addition of personal time or an additional leg of airfare did NOT increase the cost of airfare. Include documentation with travel reimbursement voucher.

State Contract airfare: If traveling on state appropriated funds you MUST utilize contracts unless you can obtain a lower public fare.

Contract information: 
http://www.window.state.tx.us/procurement/prog/stmp/stmp-airline-contract/

Baggage Fee:

Baggage fees are reimbursed for the first checked bag each way. If additional baggage is necessary for SHSU business, include a statement as to what was transported and why necessary. SHSU will reimburse for additional baggage if transporting SHSU materials and or equipment. Receipts are required.
Car Rental:

Employee must incur cost of car rental and be reimbursed for expense on travel voucher once they return from trip. Paid receipt is required for reimbursement and must include:

1. Employee name
2. Dates of rental
3. Detail list of charges
4. Proof of payment

If car rental includes personal days, the reimbursement must be prorated to include only SHSU business days. SHSU will only reimburse for Loss Damage Waiver, no personal effects, additional liability, etc.

SHSU does have contract rentals with Avis and Enterprise, if traveling on State appropriated funds you MUST use or meet an allowed exception. Ask for the State of Texas contract rate when making reservations.

Contract information:
http://www.window.state.tx.us/procurement/prog/stmp/stmp-rental-car-contract/

Foreign Travel:

Complete a Banner Travel Requisition and attach the following documents:

- Affirmation, Waiver and Liability Release (if students traveling, waiver needed for each student)
- Justification, if more than three work days

Foreign travel MUST be approved by the President prior to the travel. Make sure to allow for approval time. Please submit appropriately.

**Keep all receipts.** When filling out travel reimbursement you must convert all foreign receipts into US currency. Translate all receipts and show conversion for each receipt. Use one of the following:
http://www.oanda.com/currency/.converter/ or by the actual cash conversion obtained.

Conversion must be shown on voucher. When using the currency converter, print and attach each conversion.
OSFR – Office of State-Federal Relations

Note: Only State-Funded Travelers who will be traveling to Washington, DC

1. To obtain or spend federal funds or
2. To impact federal policies

If traveling to Washington, DC on state funds and engaging in one of the above activities, the traveler is to submit travel information to the OSFR.

http://governor.state.tx.us/osfr/forms/state_funded_DC_travel/

- Download, print and fill out the State Funded Travel to DC Form from the above website, and email to kevin.patteson@gov.texas.gov or FAX to 512-463-1975.

Travel Advances:

Refer to the SHSU Travel Advance policy to see if the traveler qualifies for a travel advance. http://www.shsu.edu/intranet/policies/finop/travel/index.html

If employee qualifies for an advance, create travel requisition for total amount of expected out of pocket travel expenses. Fill out the Travel Advance Check Request and the Travel Advance Agreement, both found on the SHSU forms page in the Travel Section. http://www.shsu.edu/intranet/policies/forms/ Submit these two forms to the Travel Office with original signature. Advances are issued approximately ten (10) working days prior to the travel date. If funds are needed earlier, please include a statement as to why traveler is requesting advance early.

Once the traveler returns from business trip, fill out a travel voucher documenting all expenses regardless of method of payment. If the traveler owes money back to SHSU, the traveler must make payment to the Bursar’s Office. Please attach receipt of deposit to travel voucher. If the traveler has not returned a balance due to SHSU, any outstanding balance will be transferred to the employee’s SHSU account in the Bursar’s Office. Once balance owed to SHSU has been added to account, payments may be made online or in person. No other advances will be issued until the unpaid balance is paid.

Travel Advances are not issued to students or against State appropriated funds.
Student Travel:

Students may travel within a group accompanied by a staff or faculty member, or as a student representative of Sam Houston State University awarded travel funds from department.

Student travel expense may not be reimbursed from State appropriated funds. Students must follow the same travel policies as employees. Per diems are NOT issued to students.

If a student or group of students accompanies a staff or faculty member, the travel requisition is processed in the staff/faculty member's name. The estimated amount of travel expenses would include any staff or faculty/student(s) expenses. The staff/faculty member may use either personal funds or travel advance to pay for the group’s expenses. All expenses (staff/faculty/student) are claimed on the travel voucher in the staff/faculty member’s name.

If the student travels as an employee (job requires travel) process a travel requisition and travel voucher for reimbursement purposes.

If the student travels in a student capacity without a staff/faculty, department needs to have a written agreement with student concerning funding. Student travels, and is reimbursed on a direct pay. Attach all receipts, submit for reimbursement.
Revisions

Include a table to store document revision history and information.

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<th>Notes</th>
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