<div align="center">**SHSU TRAVEL PROCEDURES**</div>

Travel is sponsored by the university when the purpose of the travel is to represent the university or further the university's interests, which includes attendance at conferences and workshops. University travel is administered by the Procurement and Business Services' Travel Office. You may contact the Travel Office by email at **travel@shsu.edu** or by phone at 936-294-1960 or 936-294-4674.

Department internal policies may be more restrictive regarding documentation and receipts, but they cannot be less restrictive. In case of conflict, the policies and procedures of the University, The Texas State University System, and the State of Texas will take precedence.

I   UNIVERSITY TRAVEL CARD

The **Travel Card** is a University-liability corporate credit card, which the University is responsible for paying directly to card issuer. Travel cards are physical cards that require the completion of pre-approval and expense reports for use. Virtual cards, known as a "Ghost Card" are used only in Concur to charge airfare to the department's FOAP. Since the charge is applied directly to the FOAP, ghost card charges are excluded from your pre-approval and expense report. If more than one FOAP is needed when using the "Ghost Card", after the charge is made the employee may request the **Controller's Office** to adjust the allocation between FOAPs.

1. **Request a Card:** All university employees are eligible for a travel card, so long as approved by the employee's department head and division vice president. Travel cards can be used for university required travel using local, institutional, or state funds. To request a travel card complete the "New Card Order Form-Travel" at **Card Order Form** and submit the completed form to **travel@shsu.edu** .

2. **Card Holder Responsibilities:**
   a. **Expense Report Reconciliation:** Travelers **must** reconcile and submit their travel expenses in Emburse Enterprises (Chrome River) within **thirty (30) days** of their end of travel date. Travelers who have not reconciled their expenses will receive an automatic notice twenty-five (25) days after their end of travel date and the travel card will be suspended on the thirty-first (31) day after end of travel date. The travel card will remain suspended until the report is submitted with all approvals. Should the after travel report audit discover issues the traveler must rectify any findings within five (5) days of notice from the Travel Office or the card will be suspended.

   Expense Report Details: To complete your expense report you will need the following documentation.
   - **Conference Registration.** Conference registrations should be done on either the departmental **P-Card** or with a **purchase order** not on the travel card.
   - **Lodging.** Attach screenshot(s) as proof of any conference discount lodging rate and/or additional approvals from Dean or Vice President. For shared lodging, the expense report must include the Pre-Approval ID or Expense Report ID of the other

traveler via comment in Emburse Enterprises (Chrome River). Expenses can be split by FOAP when completing the Expense Report.

- **Airfare.** Attach a receipt that includes; Name of traveler, ticket number, class of transportation/basis code, if applicable, travel dates, fare total, origin and destination of each flight, method of payment.
- **Ground Transportation.** Traveler must provide the original receipt(s), as proof of payment.
- **Rental Car.** Receipts must include; rental car company, traveler name, rental pickup and return date, itemization of expenses, proof of payment.
- **Mileage.** All "To/From" destinations must be detailed and specified on the travel expense report. In Emburse Enterprises (Chrome River) travelers are encouraged to add their commute miles to their profile. When creating the expense report, the traveler should use the mileage tile to change deductions section default to none by clicking the word none. Then, the traveler will select distance and the commute miles will auto populate based on the information in the profile settings.
- **Meals.** Receipts are not required for individual meals for overnight travel, regardless of payment method. Receipts are required for non-overnight student travel.
- **Missing a Document:** If a receipt is not available, then attach the **Missing/Receipt/Documentation/Problem Resolution Form** to the expense report.

3. Personal charges are **NOT ALLOWED** on the travel card. Recognizing that mistakes happen, if such charges are made the traveler should report them by selecting the check box "Personal Charge" in Emburse Enterprises (Chrome River). During audit, the Travel Office will add the charges to the traveler's MySam account and notify the traveler.   If personal charges are not reported, but found during the travel audit, they will be charged to the traveler's MySam account and the card deactivated until proof of repayment is provided and confirmed. Examples (not all inclusive) of personal charges: expenses outside approved travel dates, alcohol, clothing, gifts and souvenirs, meal charges over per diem, medicine, personal vacation days, etc..

4. Fraudulent Charges should be reported immediately to the Travel Office by email, **travel@shsu.edu** . The Travel Office will provide instructions on what procedures to follow to report that fraud and aid in reporting as needed. WEX or Citi will send fraud documentation that the employee travel card holder must return within 30 days of the statement date.

5. Travel Card users sign travel agreement and abide by University Travel Policies and Procedures.

6. Protect card and card number at all times to prevent unauthorized use. Departments may opt to maintain the cards in a secure location to be distributed only for the duration of travel.

7. Only use for business purposes and stay within Pre-Approval allowances.

8. Dispute charges with vendors for non-receipt of services or products must be made within 30 days of statement date using the **Missing Receipt/Documentation/Problem Resolution Form**. If not disputed, the traveler or department is responsible for the charges.

9. **Travel Card Replacement:** If a travel card needs to be replaced, charges will only incur if the card needs to be shipped FEDEX for processing fees.

10. **Cancellations and Suspensions:** Travel Cards will be cancelled or suspended due to one or more of the following:
    a. **Three Strike Rule.** If the traveler or department has been delinquent in reporting expense or has three (3) travel expense reports with unauthorized expenses, then the Travel Card can be suspended for **one (1) year** with notification of card suspension sent to traveler and department head.
    b. **Excessive Unauthorized Expenses.** If a SHSU traveler's MySam account reaches the limited amount of $200.00 for unauthorized expenses, then the travel card will be suspended until repayment has been made to SHSU and proof of payment sent to **travel@shsu.edu**.
    c. **Policy Violation.** Cardholders who do not comply with Sam Houston University Travel Policies and Procedures may have their cardholder privileges revoked and may result in disciplinary action.
    d. **Employee Separation.** The Travel Card is valid only while the cardholder is on active payroll status. The Travel Card will be canceled and deactivated by the Travel Office on the date the employee separates from the University. Should the separated cardholder have any unreconciled travel reports their former department is responsible for completing the card reconciliation report. Any unauthorized expenses or personal charges not collected prior to separation must be reimbursed to the university by the department.
    e. The penalties for misuse are valid for one year per the Travel Office, however, the department can enforce more restrictive internal policy. All unauthorized charges will be added to the traveler's MySam account. The traveler will receive notification of the charges and payment is due upon receipt of the travel audit report.

II TRAVEL PROCEDURES

Employees and students traveling on university business must follow these procedures for all SHSU business, athletic, and group travel. The university recommends all employees follow CDC and/or State Department pre/post travel guidance.

CDC Recommendations Domestic or International Travel, **https://wwwnc.cdc.gov/travel**
U.S. State Department Recommendations International Travel, **Travel Advisories**

Pre-Approval: All university-sponsored travel must be approved in advance in according with the following protocol.
- **Confirm funding source to determine travel guidelines.** Allowable expenses and approval routing vary by the funding source. Additional information on Funds is available on the Controller's web site at **Allowable Expenses** .

- **Travel with State Appropriated Funds.** Per TR-01 travel funded with State funds will follow the **Texas State Comptroller's Travel Management Program** .
- **Obtain GSA Lodging and Meal per Diem Rates: Per diem rates | GSA**
- **Calculate allowable travel expenses: Allowable Expenses | Travel**
- **Obtain cost comparison, if applicable: Allowable Expenses | Travel**
- **Confirm available travel budget: Financial Planning & Budget**
- **Create Pre-Approval: Emburse Enterprises (Chrome River)**
- **More Details Pre-Approval Report | Travel**

1. **Pre-Approval Authorization Form in Emburse Enterprises (Chrome River):** The Pre-Approval Report should be completed and approved prior to travel, regardless of the cost to the university. **Pre-approval reports must be completed and approved before travel for overnight in-state, out-of-state, and foreign travel for SHSU employees and student travelers.** An approved Pre-Approval Report encumbers the funds <u>if budget is available</u> in the 710 (Travel) Budget Pool in Banner. If budget is not sufficient to cover the Pre-Approval it will not process and traveler will need to work with their department to secure funding or cancel/with draw the Pre-Approval. Instructions for completing the pre-approval can be found at: **Emburse Enterprise (Chrome River) Pre-Approval Form Instructions** .

2. **Travel Approval:** Approvals vary by funding source and organizational structure.
   a. **In State Travel:** Approved by Chair, Dean, Director.
   b. **Out of State Travel:** Same as in State with additional approval by Vice President or for VP travel the VP's approver.
   c. **Foreign Travel:** Same as above with the additional approval by **Global Engagement Center** , **Export Controls** , and **Compliance & Insurance** .
   d. **Grant Funded Travel:** Approval for each destination/type as above with additional approval by the Grant Principal Investigator (PI) and the Office of Research Administration (ORA).

3. **Encumbrances: An** approved Travel Approval encumbers departmental funds and make them unavailable for other expenditures unless canceled.
   a. **FGIENCD BANNER Report:** The last 7-digits of the Pre-Approval Report ID are prefixed with "T" to encumber funds on FGIENCD in Banner. The encumbrance description will show the last name of Emburse Enterprises (Chrome River) Profile and the Pre-Approval full 12 digit number. Traveler may check the balance and status of the pre-approval in BANENR using FGIENCD, O = Open, C = Closed.
   b. **BANNER Account Code:** All travel encumbrances are applied to one Banner account code 710000 – Emburse Enterprises (Chrome River) Travel Office Use Only.
   c. **Manual Close:** If the travel card is not used a balance may still be holding funds in Banner and require a manual close. The form to close encumbrance is found on the forms page **Release Encumbrance Request** . The SHSU travel card alleviates the need to request a manual close of the encumbrance.
   d. **Always Check BANNER:** Pre-Approvals status indicator in Emburse Enterprises (Chrome River) may not reflect the same information as Banner. It is important to always review Banner to obtain accurate encumbrance data.

4. **Comparing Cost:** Cost comparisons between different forms of travel ensures travelers are coordinating travel with cost efficiency and the proper use of university or State funds in mind. A **Travel Cost Comparison Form** **must** be completed with screenshots as described below and attached to the Emburse Enterprises (Chrome River) Expense Report when driving out of state, extending your stay for personal initiatives, or when two or more employees are traveling to the same destination.

   a. **Driving vs. Flying:** Airfare is the recommended travel source for all out of state locations as the time and cost are typically the most cost effective means of travel. Mileage reimbursement will be reduced to the amount of the airfare when the cost comparison shows flying is more cost efficient than driving. Travelers can also use the cost comparison form for additional expenses typically associated with airfare cost.

   b. **Personal Travel Included with Business Travel:** Personal travel included in with business travel are permitted; however, additional documentation is required to verify conservation of funds. **Expenses on personal days will not be reimbursed**. The SHSU Travel Card **should not be used** if personal time is included with business travel to avoid a strike on the card if the cost is more to extend the travel. Stays for personal reasons should be on a personal card.

   Complete the Cost Comparison Form and supporting documentation (screenshot of airfare for business days only) as attachment submitted with expense report. See example below.

   Best practice is to capture (screen shot or print out) the price of the airline ticket without personal days at the same time as booking the actual flight. Other option is to contact a CTP full service agent to determine if the additional days cause an increase in price so that the overage can be charged to the traveler's personal credit card and the business expense for the airfare can be charged to the SHSU (ghost card/departmental card.)

   Example: A traveler purchases an airfare ticket to attend a conference and the conference dates are the 10th-14th and the traveler decides to stay until the 17th on personal time. A cost comparison for the cost of the airfare must be provided showing the actual cost of the ticket including the additional days (9th-17th) and then a cost for a ticket if the traveler were to have returned the day after the conference (9th-15th). The lesser of the two options will be the amount reimbursed to the traveler.

   c. **Coordination of Travel Arrangements:** When two or more employees from the same department are traveling to the same destination, as a method of conservation of funds. Headquarters should be the meeting point when applicable.

   If an employee has been driven to the airport in lieu of parking expenses, a cost comparison should be provided with the expense report to prove that it was more cost effective to claim two (2) round trip mileage calculations rather that one (1) round trip and a parking expense.

d. **Booking Airfare:** If not using Concur to book airfare, the traveler must provide a comparison between airlines. The comparison should include all fees and charges, including but not limited to extra bags, airport charges, booking fees, etc..

III FOREIGN TRAVEL

Foreign travel is travel sponsored by the university when students and/or employees are traveling for academic or business purposes outside the 48 contiguous United States including Alaska, Hawaii, U.S. dependencies, and territories. No university student or employee shall travel for professional purposes to a country on the U.S. Department of Commerce's foreign adversaries list 15 C.F.R. § 791.4. Additional information on restrictions and requirements for foreign travel can be found in SHSU policies TR-11 and FO-71. When traveling internationally, follow the same travel procedures with a few additional steps listed below.

1. **Monitor Warnings and Alerts:** Destinations with travel warnings or alerts is strictly prohibited for student travel. Employees may request a waiver, but are not guaranteed approval. Before starting the process for foreign travel check/monitor the following:
   a. **SHSU Travel Handbook (2018)**, link at **Global Engagement Center** .
   b. **U.S. Department of State Travel Advisories,** link at **Travel Advisories** .
   c. **TSUS Rules & Regulations (May 2024)** Chapter VI Section 14 and Chapter VIII Section 2.6. link at **Policies : Texas State University System**

2. **Gather Documents:** Foreign travel must benefit the State of Texas and/or the university. Pre-approval reports **Emburse Enterprises (Chrome River)** are required at least forty-five (45) days prior to departure and must include the following documents for each traveler.
   a. **Waiver and Liability Release,** Attach the **Foreign Travel-Affirmation Waiver & Liability Release-No Travel Advisory** or **Foreign Travel-Affirmation Waiver & Liability Release-With Travel Advisory** to the pre-approval.
   b. **Emergency Medical Treatment, Emergency Medical Treatment (Adult)** or **Emergency Medical Treatment (Minor)** The department should keep on file, **do not attach to the pre-approval.**
   c. Complete & Detailed Itinerary while in the foreign country. Attach to pre-approval.
   d. List of students (roster) if applicable. Attach to pre-approval and Expense Report.
   e. Emergency Contact list. The department should keep on file, **do not attach to the pre-approval.**

3. **Report and Changes:** Any changes in dates, itinerary, participants, etc.. must be reported to and approved by the **Global Engagement Center** , **Export Controls** , **Compliance & Insurance** as and updated in **Emburse Enterprises (Chrome River)** .

4. **Convert Currency:**
   a. Attach all exchange receipts for reimbursements of cost and fees.
   b. Attach detailed personal debit/credit card statements to expense report to document exchange rate. Travel card automatically converts currency rate in Emburse Enterprises (Chrome River).

c. For out of pocket expenses, use the Currency Converter Tool in Emburse Enterprises (Chrome River).

5. **Countries Restricted from Network:** If travelers cannot access the SHSU network from the following countries regions additional information can be found at Cisco Duo **https://help.duo.com/s/article/7544** .

Cuba (CU)   Crimea Region (43)
North Korea (KP)   Donetsk Region (40)
Iran (IR)   Luhansk Region (09)
Sudan (SD)   Sevastopol Region (40)
Syria (SY)

IV STUDENT TRAVEL

Student travel is funded by institutional funds only and students are required to follow the same policies and guidelines as employees. Student travel **does not include** out of town athletic events, student teaching, internships, practicums, observations, or research. Student travel procedures are the same as business travel with a few additional steps.

1. **Gather Documents:** The SHSU employee traveling with a student group is responsible for coordination, collections, and submittal of required documentation similar to the requirements for foreign travel. Pre-approval reports Emburse Enterprises (Chrome River) are required at least thirty (30) days prior to departure and must include the following documents for each traveler.
   a. **Waiver and Liability Release,** Attach the **Foreign Travel-Affirmation Waiver & Liability Release-No Travel Advisory** or **Foreign Travel-Affirmation Waiver & Liability Release-With Travel Advisory** to the pre-approval.
   b. **Emergency Medical Treatment, Emergency Medical Treatment (Adult)** or **Emergency Medical Treatment (Minor)** . The department should keep on file, **do not attach to the pre-approval.**
   c. Complete & Detailed Itinerary.
   d. List of students (roster) if applicable.
   e. Emergency Contact list.

2. **Student Setup Emburse Enterprises (Chrome River) profile(s):** Undergraduate students must be setup as a vendor in Emburse Enterprises (Chrome River) by an admin staff to create pre-approval and expense travel reports.
   a. Admin staff must submit completed the **Traveler Setup Request Form-Emburse Enterprises (Chrome River)** and email to acctspay@shsu.edu .
   b. Departmental admin will need to create a report utilizing their profile, selecting student as the traveler type and the traveler's name as the vendor.
   c. Once the vendor's name is selected, then the report is tied to the traveler's name and no longer in the name of the admin when information is transferred to Banner.

d. Departmental admin's profile in Emburse Enterprises (Chrome River) will still be utilized for reports. Reports will be routed automatically through Emburse Enterprises (Chrome River) for approval based on org used for expenses.

3. **Clery Act Travel Reporting:** The **Student Clery Act-Overnight Student Travel** must be completed at the end of overnight student travel (individual or student organizations) to record accurate times, dates, hotel, and room numbers. The University Police Department must collect crime statistics based on the information you submit. Failure to complete the form could restrict future student travel.
4. **Foreign Travel:** See requirements under the Foreign Travel Section of this Procedures documentation.

5. **How to Find Funding:** The **Student Services Travel Fund** provides financial assistance to registered student organizations, in good standing, seeking to bring recognition to Sam Houston State University through participation in off-campus, regional, state, national and international student events, conferences, competitions, etc. For more information, see **Student Travel Fund Guidelines** .

V GUEST/PROSPECTIVE EMPLOYEE TRAVEL

Guest/Prospective Employee travel can be paid by the department. The department may choose to pay for all or some of the travel expenses. A hosting administrative staff can book the travel in Concur using the guest book feature. Guest must sign a **Guest Travel Expense Agreement Form** for travel paid by the university.

1. **Booking Travel for a Guest:** Guest will need to be setup as a vendor in Concur.
    a. Submit completed a **Traveler Setup Request Form-Emburse Enterprises (Chrome River)** to Travel Services at **acctspay@shsu.edu** .
    b. Departmental administrative staff create a report utilizing their profile, selecting the guest/prospective employee as the traveler type, and the traveler's name as the vendor.
    c. Once the vendor's name is selected, then the report is tied to the traveler's name and no longer in the name of the admin when information is transferred to Banner.
    d. Departmental admin's profile in Emburse Enterprises (Chrome River) will still be utilized for reports. Reports will be routed automatically through Emburse Enterprises (Chrome River) for approval based on org used for expenses.

2. **Flights, hotels, or rental cars are booked in Concur, using the guest booking feature.**
    a. Email **travel@shsu.edu** to request access to guest booking feature, limited to administrative staff.
    b. Select "Book for a Guest" on the Concur Booking Tool
    c. Select the flight/hotel/car rental to make arrangements as required for SHSU travel. The administrative staff will be asked to enter the traveler's information as follows: Travel name as it appears on government ID, gender, date of birth, phone and email address so traveler can be notified of changes/updates.

3. **Reimbursing a Guest:** Guest/Prospective Employee travelers can be reimbursed for out of pocket expenses, as agreed upon with the department.
   a. Inform traveler of GSA per diem rates, travel guidelines, and provide traveler tax exempt form.
   b. Collect receipts for expense report
   c. Guest must submit the **Payee Forms/Substitute W-9 Form** .

4. **Hosting a Guest Speaker: A Direct Pay form must be created in BearKatBuy** for the guest if a service/speaking fee is charged to SHSU. The service fee cannot be processed through Travel.
   a. Create requisition in BearKatBuy
   b. Use "Purchasing Dept" as a vendor placeholder
   c. Guest must submit the **Payee Forms/Substitute W-9 Form** .

VI BOOK TRAVEL

After submitting Pre-Approval report, the report will be routed to the appropriate approvers. Travelers will need to monitor Emburse Enterprises (Chrome River) to see the status of the Pre-Approval. Once your report is approved, you will need to:
1. Register for conference/event using the P-Card.
2. Book airfare, lodging, and/or rental car using the Concur Booking Tool if using local funds or if using State funds the State of Texas Travel Management Program. If using a Third-Party booking agent, state taxes are the responsibility of the traveler.
3. May use personal funds and be reimbursed after the end of travel date by completing a Emburse Enterprises (Chrome River) expense report.

- **Concur: Home**
- **State of Texas Travel Management Program: Texas State Comptroller's Travel Management Program**

VII TRAVELER RESPONSIBILITY

Travelers are responsible for ensuring expenses are allowable and within approved allowances. During your travel, you will need to:

1. **Provide Hotel Occupancy Tax Exemption Form to Texas Hotels. State of Texas** Sales Tax and Hotel Occupancy Tax Exemption Charges will not be paid by the university for hotels in Texas. The traveler must complete and present to the hotel the **Texas Hotel Occupancy Tax Exemption Certification** .

2. **Keep receipts.** Use the Emburse Enterprises (Chrome River) SNAP App to keep track of receipts. Download the App at:
   - **Apple App Store: Emburse Enterprises (Chrome River) SNAP on the App Store**
   - **Google Play Store: Emburse Enterprises (Chrome River) SNAP - Apps on Google Play**

3. **Report Student Travel.** Per The Clery Act compliance, submit overnight student travel details upon check out, failure to complete the form could restrict future student travel. Student Travel Form Online at **Student Clery Act-Overnight Student Travel** .

Allowable Expenses: Allowable expenses depend on the funding source used to pay for your trip. We encourage you to review allowable expenses before booking a trip with university or state funding.

1. **Registration:** Event registration (conference) fees are allowable when event is outside of Headquarters.
   a. **Excludes:** Membership fees.
   b. **Payment Options for conference/event.** If the vendor will not take a purchase order, the Department P-Card is the preferred method of payment and does not require reimbursement. Or use personal debit/credit card with a request for reimbursement via the Direct Pay Form on BearKatBuy.
   c. **Upgrades.** Upgrades, per TR-12, such as extra leg room, business, or first-class seating (premium seating), etc. must be approved by the appropriate Vice President (VP) or, when for a VP, the VP's approver. Approval must be received before the upgrade takes place or the additional cost will be the responsibility of the traveler.
   d. Additional expenses that will require an explanation to be submitted with the expense report include, but not limited to:
      - Shipping charges
      - Business call fees
      - Extra transportation fees

2 **Lodging:** Lodging expenses are allowable travel expenses in amounts determined by GSA per diem rates, or at the published conference rate as detailed below. Additional single night stays before and after the **official** business purpose, as defined on the pre-approval, are considered allowable expenses. Upgrades , per TR-12, above the GSA rate or stay extensions must be approved by the appropriate VP or, when for a VP, the VP's approver. Approval must be received before the upgrade takes place or the additional cost will be the responsibility of the traveler.
   a. **When Booking with State Funds.** Use Hotel **Engine | Welcome to Modern Travel Management** for hotel booking, email **travel@shsu.edu** for access. State funded lodging is limited to GSA per diem rate at **Per diem rates | GSA** . Additional

information on the requirements of the State Travel Management Program-Hotel Contract: **State Travel Management Program – Hotel Contract** .

b. **When Booking with University/Institutional Funds**: Use the Concur Booking Tool **Sign in to Concur | Concur Solutions** unless the conference hotel is booked through the conference registration page. Lodging expenses may be up to 50% greater than the per diem rate. The maximum rate can be determined by multiplying the per diem rate by 1.5. Expenses over 50% of the per diem rate, per TR-12, require additional approval by the appropriate VP or, when for a VP, the VP's approver. Approval must be received before the upgrade takes place or the additional cost will be the responsibility of the traveler.

c. **Booking Conference Hotel:** Only available for institutional funded travel unless the rate is within the GSA per diem rate. If the conference hotel rates are given to attendees, the traveler must obtain verification of the conference room rate by screenshot or printing the conference website. If the traveler is unable to secure the conference discount rate, per TR-12, the Dean, VP or, when for a VP, the VP's approver may approve a higher rate. Approval must be received before the upgrade takes place or the additional cost will be the responsibility of the traveler.

d. **Internet.** If the hotel does not offer free Wi-Fi, hotel internet fees are also an allowable expense.

e. **Required Texas Tax Form:** In Texas, travelers must present a completed **Texas Hotel Occupancy Tax Exemption Certification** to the hotel upon check-in. This certificate will exempt travelers from paying taxes. If traveler fails to provide the form, the traveler is responsible for paying the taxes. All taxes and fees outside of Texas are reimbursable up to the GSA per diem rate maximum.

f. **Shared Lodging:** When multiple travelers share lodging, each traveler will be reimbursed for their portion, up to the maximum per diem rate.

g. **Expense Report:** Attach proof of any conference discount rate and/or additional approvals from Dean, VP or when for a VP, the VP's approver. Expense reports must include names of the travelers that shared lodging. For reimbursements of shared lodging, the expense report must include the Pre-Approval ID or Expense Report ID of the other traveler via comment in Emburse Enterprises (Chrome River). Expenses can be split by FOAP, if necessary.

3   **Airfare:** Commercial air transportation incurred to conduct university business is an allowable expense for the actual cost.

a. **Booking with Institutional Funds, TR-01:** Use the Concur Booking Tool **Sign in to Concur | Concur Solutions** . Travelers must use Concur when booking airfare unless they find airfare $100.00 or more cheaper and Concur cannot match the price on the same date/time/airline (include documentation in cost comparison. When using the Ghost Card in Concur, airfare should not be included in the Pre-Approval or Travel Expense Report. Ghost Card payments are booked to the departmental FOAP.

b. **Booking with State Funds, TR-01:** When using State Funds traveler **must book** using the State Travel Management Program-Hotel Contract: **State Travel Management Program – Airline Contract** for airfare, unless a lower rate, minimum $100.00, can be obtained. Other exceptions include unavailability of city pairs, special needs, in

travel status, and group program. The state site only shows one-way rates, the traveler must double the rate.

c. **Fees:** Change fees are only reimbursable for business or weather-related situations and an explanation should be provided on the travel expense report, within the business purpose. For institutional funded travel, change fees incurred due to other circumstances require approval by a Dean, VP or when for a VP, the VP's approver that governs the budget.

d. **Upgrades:** Upgrades, per TR-12, such as extra leg room, business, or first-class seating (premium seating), etc. must be approved by the appropriate Vice President (VP) or, when for a VP, the VP's approver. Approval must be received before the upgrade takes place or the additional cost will be the responsibility of the traveler.

e. **Baggage:** Travelers are allowed one bag; Additional baggage fees require additional explanation in the Expense Report.

f. **Expense Report:** For expense report attach a receipt that includes:
- Name of Traveler
- Ticket Number
- Class of transportation/basis code, if applicable
- Travel Dates
- Fare Total
- Origin and Destination of each fight (City Pairs)
- Method of Payment

4. **Ground Transportation:** Ground transportation expenses are allowable for rental cars, buses, taxis, subway rides, train rides, and other commercial transportation companies, including ride share and bike share companies.

a. **Rental Car:** Economy or intermediate size vehicles are preferred. Upgrades, per TR-12, require business justification and approval from the appropriate Vice President (VP) or, when for a VP, the VP's approver in advance. Fuel and GPS navigation systems are also allowable. An additional driver, who is a SHSU employee or student with a business purpose, may also be allowable with business justification. Preferred state vendors rental rates include insurance coverage thus, additional coverage is not permitted. Collision damage waivers (CDW) and loss damage waivers (LDW) are also allowable when using a non-state preferred vendor. Toll and parking fees are also allowable expenses.

b. **Rent with State Funds:** Travelers must use a preferred state contracted vendor which are Enterprise Rent-A-Car, National Car Rental, and Hertz under the State Travel Management Program-Car Rental Contract: **State Travel Management Program – Car Rental Contract** .

c. **Rent from BearKat Wheels Program:** This would be an Inter-Departmental charge and would not be included on the Travel Expense Report. Rental pricing includes up to 200 miles per day, a fuel card, and rental packet. If you exceed the included mileage, each additional mile costs $0.35.

d. **Booking with Institutional Funds:** Use the Concur Booking Tool **Sign in to Concur | Concur Solutions** .

e. **Rental Car Excludes:**
- Personal use of the rental vehicle, including fuel

- Drivers that are not university employees or student and/or have no business purpose.
- Personal accident, liability, and effects insurance.

   f. **Expense Report:** Traveler must provide the original receipt. Rental car receipts must include:
- Name of Traveler
- Rental Car Company
- Rental pickup and return dates
- Itemization of expenses
- Proof of Payment

5. **Mileage:** Mileage incurred for overnight travel or travel to a business related event is an allowable expense only for non-commute related travel for employees in travel status per FO-TR-04. Tolls and parking fees are also allowable expenses. Milage reimbursements rates are based on GSA Mileage Rates **Privately owned vehicle (POV) mileage reimbursement rates | GSA** .

   a. **Excludes:** Commute mileage is **NOT ALLOWABLE,** regardless of funding source or nature of the event, meeting or work attended. Commute mileage is travel between the employee's residence and assigned campus or other workplace/duty point. An employee working remotely is not eligible for commute mileage to attend meetings or events at the campus or assigned workplace of the department to which an employee is assigned.

   b. **Parking:** Does not apply to parking on university property. Use the SHSU Travel Card for parking fees without reimbursement or personal credit card with request for reimbursements.

   c. **Fuel: The travel card should not be used for fuel purchased for a PERSONAL VEHICLE.** Fuel must not exceed the cost of mileage in order to claim fuel expense as allowable. Cost comparison for mileage vs fuel expense should be provided to prove fuel expense as a cost effective option. Fuel for rental vehicles and state vehicles can be purchased on SHSU Travel Card. A traveler cannot claim fuel expense if also claiming mileage.
NOTE: For purposes of this section FUEL describes both traditional petroleum or other fossil based derivatives and the use of electrical charging stations.

   d. **Mileage and Tolls:** Mileage reimbursement is not permissible between SHSU properties or when the one-way distance is 15 miles or less for routine business deliveries/pick up during normal working hours. If mileage exceeds the minimum distance, then full mileage can be claimed.

   e. All claims for mileage not pertaining to overnight travel must be filed within thirty (30) days of the event. If claiming mileage beyond the thirty (30) days, you must provide an Exception Form with appropriate signature approvals.

   f. **Expense Report:** All "To/From" destinations must be detailed and specified on the travel expense report. In Emburse Enterprises (Chrome River), travelers are encouraged to add their commute miles to their profiles. When creating their expense report, the traveler should use the mileage tile to change deductions section default to none by clicking the word none. Then, the traveler will select distance and the commute miles will auto populate based on the information in the profile setting.

6. **Meals:** Meals are an allowable expense for overnight travel and student groups lead by a university employee. Expense allowances are determined by the GSA per diem rates **Per diem rates | GSA** . Per diem for meals is a **daily allowance** that cannot be accumulated during the travel period for a meal over the per diem. Meals purchases in Huntsville are not allowed on the travel card. Cannot claim per diem and use the travel card, it is one or the other not both.

   a. **GSA per diem:** Meal expenses are dependent on the travel destination. The first and last calendar day of the overnight travel is reduced to 75%.

   b. **Tool:** Use the Meal Per Diem Wizard, in Emburse Enterprises (Chrome River), to calculate the reduction of the first and last day of travel to obtain allowable meal rate or visit the GSA website **Per diem rates | GSA** .

   c. **Fees & Tips:** Meal tips to a maximum of 20%, and food delivery fees are also allowable expenses and are included in the total cost of the meal.

   d. **Excludes:** Alcohol and meals incurred when not in "Travel Status" or during **non-overnight travel** are not an allowable expense on the **TRAVEL CARD**.

   e. **Pay:** Use the travel card without reimbursement or personal credit with request for reimbursement.

   f. **Business Meals within Travel Status:** Meals that support the business and educational mission of the university. It is allowable when the consumption of food is incidental to the purpose of the meeting. If a meal meets the business requirements, the traveler must provide a list of attendees, **itemized receipt,** and approved FO-19 form. GSA per diem calculations do not apply for business meals. Business meals consumed within headquarters are not travel expenses and should follow the procurement process.
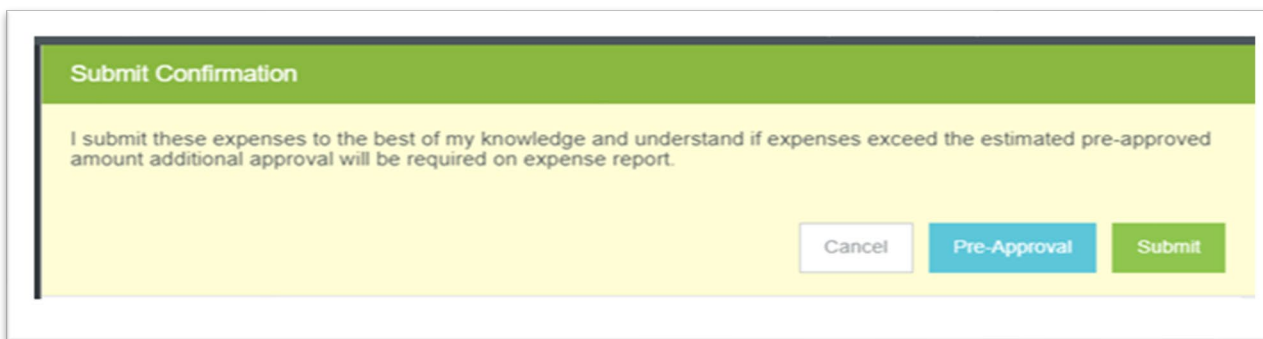
   Alcohol, regardless of funding source is not an allowable expense/purchase on the travel card. Traveler's purchasing alcohol should use their personal card and apply for reimbursement from their department payable using "gift or friends funds" on a Direct Pay form in BearKatBuy.

VIII <u>EXPENSE REPORT</u>

Travelers must submit a Emburse Enterprises (Chrome River) Expense Report for out of pocket and travel card transactions with **thirty (30) days** of their end of travel date. Upon return, you will need to

1. **Review your Emburse Enterprises (Chrome River) eWallet.** Ensure all travel card charges posted.
2. **Attach all receipts.** Add receipts from the SNAP APP library and upload your remaining receipts.
   - **Create Expense Report: Emburse Enterprises (Chrome River)**
   - **More Details: Expense Report | Travel**

A final Expense Report must be submitted **<u>with the Pre-Approval Travel attached</u>** for out of pocket cost and travel card transactions with thirty (30) days of their end of travel date. Below is the notice travelers will receive to remind them to attach their Pre-Approval to the final Expense report.

Submit Confirmation

I submit these expenses to the best of my knowledge and understand if expenses exceed the estimated pre-approved amount additional approval will be required on expense report.

Cancel   Pre-Approval   Submit

If a required receipt(s) is not available attach the **Missing Receipt/Documentation/Problem Resolution Form** to the final Expense Report.

1. **Documents Need:** All travelers are required to keep
   a. **Registrations:** Regardless of payment method, traveler must provide documentation of rate with proof of payment. If a P-Card was used, the receipt will be attached as a P-Card transaction and should be excluded from the travel expense report.
   b. **Lodging:** Attach proof of any conference discount rate and/or additional approvals from Dean or Vice President. For shared lodging, the expense report must include the Pre-Approval ID or Expense Report ID of the other traveler via comment in Emburse Enterprises (Chrome River). Expenses can be split by FOAP, if necessary.
   c. **Airfare:** Attach receipts that include, at a minimum:
      • Name of traveler
      • Ticket number
      • Class of transportation/basis code, if applicable
      • Travel dates
      • Fare total
      • Origin and destination of each flight (city pairs)
      • Method of payment
   d. **Ground Transportation:** Traveler must provide the original receipt.
   e. **Rental Car:** Receipts must include, at a minimum:
      • Rental car company
      • Traveler name
      • Rental pickup and return date
      • Itemization of expenses
      • Proof of payment
   f. **Mileage:** All "To/From" destinations must be detailed and specified on the travel expense report. In **Emburse Enterprises (Chrome River)**, travelers are encouraged to add their commute miles to their profile. When creating the expense report, the traveler should use the mileage tile to change deductions section default to none by clicking the word none. Then, the traveler will select distance and the commute miles will auto populate based on the information in the profile settings.
   g. **Meals:** Receipts are not required for individual meals for overnight travel, regardless of payment method. Receipts are required for non-overnight student travel.