

## Travel Using State Appropriated Funds Guideline

---

### Contents

- I. [Title](#)
  - II. [Objective](#)
  - III. [Scope](#)
  - IV. [Guidelines](#)
  - V. [Definitions](#)
  - VI. [Relevant Federal and State Statutes](#)
  - VII. [Relevant UT System Policies, UTA Travel Guidelines and Forms](#)
  - VIII. [Who Should Know](#)
  - IX. [UTA Office\(s\) Responsible for Guideline](#)
  - X. [Dates Approved or Amended](#)
  - XI. [Contact Information](#)
- 

### I. Title

Travel Using State Appropriated Funds

### II. Objective

Travel Guideline DIS-T-GL5 provides information for the allowances and expenses related to meals, lodging, and miscellaneous and incidental expenses when traveling using state appropriated funds.

### III. Scope

All university employees (considered “state employees” under the Texas Gov. Code) and prospective university employees who are traveling for university business using state appropriated funds.

UTA students may not use state appropriated funds for travel expenses.

### IV. Guidelines

#### A. Approval Process

Account administrators are responsible for approving all electronic and paper payments that post to a cost center or project they administer. If an account administrator is not available to process electronic or paper approvals, approval authority is assumed by an individual within the unit who has delegated approval authority from the account administrator. For example, in the case of a Director level position, the approval authority is delegated to an Assistant Director. If an account administrator wishes to

delegate authority in a manner that is different from this, a request must be emailed to the Chief Financial Officer and Vice President for review.

## **B. Using State Appropriated Funds for Travel**

1. Cost Centers with “2xxxx” or chartfield values with a Fund containing 2100 or 2110 must use the travel rules stated herein.
2. State of Texas Travel Management Program: Travel using state appropriated funds must comply with the state travel rules and laws given in the [State of Texas TexTravel Guide](#).
3. State employees must ensure that each travel arrangement is the most cost effective considering all relevant circumstances.
4. Travel using state appropriated funds can only be expensed for state employees. **University students may not use state appropriated funds for travel expenses.**
5. All travel to Washington D.C. must comply with UTA Travel Guideline [DIS-T-GL2 Pre-Travel Requirements – All Fund Types](#).

## **C. Contiguous United States Travel (CONUS)**

1. Overview
  - a. In accordance with the General Appropriations Act (GAA) state employees will only be reimbursed for actual meal and lodging expenses for CONUS travel up to the maximum rates based on federal travel regulations.
  - b. All in-state or out-of-state meals and lodging are subject to the [GSA federal domestic maximum per diem rates](#). If the city/county is not found in the GSA rate schedule, the maximum for actual meals and lodging cannot exceed the then current travel reimbursement rates as published in [TexTravel](#).
  - c. State travel expenses for meals and lodging are not **flat per diem rates**.
  - d. State employees may claim less than the maximum meal reimbursement rate for the duty location and use the amount of the reduction to increase the maximum lodging reimbursement rate for the duty location.
2. Meals – Overnight Stay Required

- a. Reimbursement for **actual** meal and incidental expenses (M&IE) up to the maximum GSA rates will require a description of the expense. The maximum should not be claimed unless the actual expenditure is equal to or exceeds the maximum allowable rate. The reimbursement limit applies without a carry-over from another day. **Receipts are not required.**
- b. The reimbursement of alcohol is prohibited when using state appropriated funds.
- c. Tips or gratuities for meals cannot be reimbursed when expensed from state appropriated funds.

### 3. Lodging

- a. Reimbursement for actual lodging expenses up to the maximum GSA rates will **require an itemized receipt.**
  - i. Lodging receipts must follow the requirements outlined in [TexTravel](#).
    - 1) Lodging reimbursements require booking through the Comptroller's required portal. Please see the [Disbursements During Travel webpage](#) for more details.
  - ii. Applicable taxes and fees are in addition to the GSA rate. Reimbursement is limited to the reimbursable lodging costs.
  - iii. Texas state sales tax for services such as hotel parking and Texas Hotel Occupancy Tax will not be reimbursed. Traveler must present to the commercial lodging establishment a *Texas Hotel Occupancy Tax Exemption Certificate* (See UTA Form [BF-T-F2](#)) and the *Texas Sales and Use Tax Exemption Certificate* (See UTA Form [BF-PGS-F3](#)).
  - iv. State employees may not be reimbursed for a lodging expense incurred at a place that is not a commercial lodging establishment.
- b. When at least two (2) state employees share lodging, the state employees will be reimbursed for their share of the lodging expense. For each state employee, the reimbursement cannot exceed the GSA maximum lodging rate for the duty

point. Each state employee must submit an Expense Report to receive reimbursement.

- c. When only one (1) of the individuals sharing lodging is a state employee, the state employee may only be reimbursed the room rate for a single occupancy.
- d. **Expense Report Requirements**
  - i. GSA rate schedule for location.
  - ii. Itemized lodging receipt/folio.

#### 4. Miscellaneous Business Travel Fees or Incidental Expenses

- a. A miscellaneous business travel fee or incidental expense is an expense incurred while traveling on official state business. This does not include meals, lodging, tips, or gratuity.
- b. Registration fees are reimbursable for attending official business conferences, seminars, and other meetings. Receipts are to be obtained and attached to the Expense Report. The Expense Report must provide the date of the meeting, the sponsor, where it was held, and what benefits will incur to the University. The receipt shall include a photocopy of the agenda or program identifying all activities included in the registration fee. Entertainment, excursions or other personal expense items are not reimbursable. There must be a direct relationship between the duties performed by the employee and the type of conference attended.
- c. Dues and membership fees that are included in a registration fee can be reimbursed.
- d. Allowable business-related travel expenses (partial list) – **Receipts required:**
  - i. Rental car charge.
  - ii. Gasoline for rental car or for university-owned vehicle purchased from a gas station.
  - iii. Parking charges – hotel, airport, etc.
  - iv. Toll charges.
  - v. Transportation – bus, subway, taxi, shuttle, etc.

- vi. Laundry charges when traveling for five (5) or more consecutive business days.
- e. Non-allowable business-related travel expenses include, but are not limited to the following:
  - i. Meals within designated headquarters.
  - ii. Gasoline and repair costs for privately-owned vehicles.
  - iii. Personal expense items such as dental hygiene products, haircare products, cleaning, or laundry if less than five (5) consecutive business days, alcoholic beverages, tours, sporting events, kennel/boarding charges for a pet, and babysitting/daycare charges for child(ren).
  - iv. Any expense not required for official state business.
- f. **Expense Report Requirements:**
  - i. Registration Fee receipt.
  - ii. Itemized receipts for allowable business expenses.

5. Mileage in Personal Vehicle

- a. State employees are entitled to be reimbursed for mileage incurred to conduct university business. The reimbursement may not exceed the total of the actual number of miles of the most cost-effective, reasonably safe route between the traveler's origin of travel and the final duty point.
- b. Mileage will be reimbursed at the current fiscal year rate indicated in [TexTravel](#).
- c. The number of miles traveled for university business may be determined by two (2) methods:
  - i. **Point-to-Point Mileage**

Point-to-point mileage may be documented by a traveler's personal vehicle odometer reading. To record the mileage, the traveler must use UTA Form [BF-T-F3](#) *Non-Overnight Mileage Detailed Report*.
  - ii. **Online Mapping Service**

The University has designated [MapQuest](#) as the online mapping service to be used by all UTA travelers.

**Note:** An increase in the number of miles incurred due to a trip receiving inadequate directions or being lost is not reimbursable.

- d. Mileage incurred to and from the airport.
  - i. A state employee is entitled to reimbursement for mileage between their residence or headquarters and an airport.
  - ii. The mileage costs associated with transporting a state employee to and from an airport is limited to the cost of one (1) two-way trip to and from the airport plus parking or toll charges at the airport.

**Note:** For complete information on mileage and personally owned motor vehicle use, see UTA Travel Guideline [DIS-T-GL7](#) *Transportation Options in Travel Status – All Fund Types*.

e. **Expense Report Requirements:**

- i. Odometer Reading – UTA Form [BF-T-F3](#) *Non-Overnight Mileage Detailed Report*, or
- ii. [MapQuest](#) with detailed route directions and total mileage.

**D. Travel to, in or from U.S. Possessions, Alaska, Hawaii, Canada, Mexico, or Other Foreign Countries**

- 1. The state employee must comply with requirements in UTA Travel Guideline [DIS-T-GL4](#) *Outside Contiguous United States Travel – All Fund Types*.
- 2. The state employee is reimbursed for actual meal and lodging expenses incurred while conducting university business. The maximum should not be claimed unless the actual expenditure is equal to or exceeds the maximum allowable rate. The reimbursement limit applies without a carry-over from another day. **Receipts are not required.**
- 3. The per diem rate schedule for travel outside the contiguous U.S. is the [Department of Defense \(DOD\)](#).
- 4. Alcohol Prohibition

Alcohol is not allowable as part of travel meals.

5. Tips or Gratuities on Meals are Not Reimbursable

Tips or gratuities paid in conjunction with meal expenses are not reimbursable.

6. Expense Report Requirements

a. Department of Defense rate schedule for location.

b. Itemized receipts for meals and lodging.

## V. Definitions

**Chartfields:** Data fields used to segregate accounting information (i.e. cost center, department, fund, account, business unit, project, activity, and function.)

**Commercial Establishment:** A motel, hotel, inn, apartment, house or similar establishment that provides lodging to the public for pay.

**Designated Headquarters:** The area within the boundaries of the city in which a state employee's place of employment is located.

**Expense Report (UT Share):** Used to reimburse business travel expenses, and to provide a detailed record of the travel expenses as well as identify the nature of the business conducted.

**International Travel:** Travel to, in, or from any country outside of the United States or U.S. Territories or Possessions.

**Personal Expenses:** Expenses that benefit the employee or traveler only and do not benefit the University either directly or indirectly. Also includes inappropriate or excessive expenses that appear to be University related.

**State Appropriated Funds:** Chartfields that are funded by State general revenue. Most state appropriated funded chartfields have a fund of 21xx. State appropriated funded chartfields also appear in other numbered chartfield series.

**State Employee:** An individual employed by a state agency, including a key official. See Texas Government Code [§660.002\(20\)](#). The term includes prospective state employees and aircraft pilots.

## VI. Relevant Federal and State Statutes

Department of Defense (DOD) [Per Diem Rates](#)

General Services Administration (GSA) [Federal Per Diem Rates](#)

Texas Administrative Code, Title 34 Public Finance, Part 1 Comptroller of Public Accounts, Chapter 5 Funds Management (Fiscal Affairs), Subchapter C Claims Processing – Travel Vouchers, [Rule 5.22 State of Texas Travel Guidance](#)

[Texas General Appropriations Act, Article IX, Part 5](#)

Texas Government Code, Title 6 Public Officers and Employees, Subtitle B State Officers and Employees, [Chapter 660 Travel Expenses](#)

[TexTravel](#) – Texas Comptroller of Public Accounts

## **VII. Relevant UT System Policies, UTA Travel Guidelines and Forms**

UTA Travel Guideline [DIS-T-GL2](#) *Pre-Travel Requirements – All Fund Types*

UTA Travel Guideline [DIS-T-GL4](#) *Outside Contiguous United States Travel – All Fund Types*

UTA Travel Guideline [DIS-T-GL6](#) *Travel Agencies and Concur – All Fund Types*

UTA Travel Guideline [DIS-T-GL7](#) *Transportation Options in Travel Status – All Fund Types*

UTA Travel Guideline [DIS-T-GL11](#) *Travel Reimbursement – Timelines and Receipting – All Fund Types*

UTA Form [BF-PGS-F3](#) *Texas Sales and Use Tax Exemption Certificate*

UTA Form [BF-T-F2](#) *Texas Hotel Occupancy Tax Exemption Certificate*

UTA Form [BF-T-F3](#) *Non-Overnight Mileage Detailed Report*

## **VIII. Who Should Know**

Any employee traveling for the University using State Appropriated Funds.

## **IX. UTA Office(s) Responsible for Travel Guideline**

**Responsible Officer:** Chief Financial Officer and Vice President

**Sponsoring Department:** Office of Disbursements

## **X. Dates Approved or Amended**

August 1, 2019

August 23, 2021

April 22, 2022



April 29, 2024

**XI. Contact Information**

Questions regarding this guideline should be directed to the Office of Disbursements at 817-272-2194, email [travelservices@uta.edu](mailto:travelservices@uta.edu) .

Send notifications of errors or changes to: <mailto:travelservices@uta.edu>