

Procedure BF-T-PR10 Travel Using State Appropriated Funds

Responsible Officer: Chief Financial Officer and Vice President
Sponsoring Department: Procurement Services
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Errors or changes to: kphillip@uta.edu

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PROCEDURE OBJECTIVE

Procedure BF-T-PR10 provides procedural guidelines for the allowances and expenses for meals, lodging, miscellaneous and incidental expenses when traveling on state appropriated.

RATIONALE

A university employee is entitled to reimbursement of certain travel expenses required by the employing agency to conduct official state business. The amount of reimbursement is subject to certain limitations as prescribed by [Chapter 660 of the Texas Government Code](#), the [General Appropriations Act](#) and rules adopted by the [Comptroller](#). The university must minimize the amount of travel expenses reimbursed by ensuring that each travel arrangement is the most cost-effective considering all relevant circumstances. [Texas Government Code Section 660.007](#)

SCOPE

All UTA employees and students who are traveling for UTA business using state appropriated funds

RELATED STATUTES, POLICIES, REQUIREMENTS OR STANDARDS

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|--|-------------------------------------|
| UT System Administration Policies and Standards | Other Policies and Standards |
|--|-------------------------------------|

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| Texas Travel Regulations Act Chapter 660 of Texas Government Code Texas General Appropriations Act, Article IX, Part 5 Texas Administrative Code, Title 34, Part 1, Chapter 5, Subchapter C, Rule 5.22, State of Texas Travel Guidance <i>International Travel (BF-T-PR2)</i> <i>Travel Authorizations, Travel Cash Advance, Travel to Washington D.C. – Local and State Appropriated Funds (BF-T-PR1)</i> | Internal Revenue Service Publication 463 State of Texas TexTravel |
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CONTACTS

If you have any questions about this procedure, contact the following departments:

| Subject | Office Name | Telephone Number | Email/URL |
|-------------------------|----------------------|------------------|---|
| All topics in procedure | Procurement Services | 817-272-2194 | travelservices@uta.edu http://www.uta.edu/policy/bac/travel |
| Policy site issues | Legal Affairs | 817-272-5577 | kphillip@uta.edu |

DEFINITIONS

Actual Expenses: Expenses that are reasonable and appropriate to the circumstance. Personal expenses are not included.

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

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

Designated Headquarters: The area within a 25-mile radius of the city in which a state employee's place of employment is located

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

Local Funds: All chartfields that are not State Appropriated Fund chartfields. Please check with the head of your department or the account administrator for specific travel or entertainment restrictions which may be placed on individual chartfields within the Local Funds chartfields.

Personal Expenses: Expenses that benefit the employee or spender only and do not benefit the University either directly or indirectly. Also includes inappropriate or excessive expenses

that appear to be University related.

UTShare Expense Report: 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.

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.

RESPONSIBILITIES

The Traveler

- Understands that State Appropriated Funds and Local Funds have different travel rules
- Follows the appropriate set of travel rules (State or Local) when traveling for university business
- Refrains from purchasing alcohol with funds generated from student tuition, fees or state appropriations
- Reviews the correct rate schedules listed for state and local funds
- Completes An Official Occasion form for all entertainment expenditures
- Understands that any exceptions granted do not alter or change UT Arlington travel rules or procedures

Associate Vice President for Business Affairs and Controller (or designee)

- Approves at their discretion requests for exceptions to the University's entertainment and travel rules

Account Administrator/ Principle Investigator (PI)

- Ensures that all travel and charges have available funding, are charged to the correct chartfield, are business related, and support the mission of the University.
- Approves all electronic payments that post to a cost center or project they administer in a timely manner, and in accordance with established University Procedures

Delegated Approval Authority

- Is an Individual within the unit who has delegate authority from the account administrator

Department Head or Designee

- Approves all electronic payments that post to the chartfield they administer in a timely manner, and in accordance with University Procedures.

PROCEDURES

Section I. 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.

Section II. Using State Appropriated Funds for Travel

- A. 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 Texttravel guide. Complete information on state rules are available on the Internet at the following address:

<https://fmx.cpa.state.tx.us/fmx/travel/texttravel/index.php>

The *State Travel Management Program* can be accessed at the following address:

<https://comptroller.texas.gov/purchasing/programs/travel-management>

- B. Out-of-State Travel (Contiguous United States): According to the General Appropriations Act (GAA) state employees are reimbursed for actual meal and lodging expenses for out-of-state travel up to the maximum rates based on federal travel regulations. The rate schedule for out-of-state locations within the contiguous United States may be found at: <http://www.gsa.gov/portal/category/21287>. The meal and lodging rates specified in the schedule listed above are not flat per diem rates. Employees may only be reimbursed for their actual meal and lodging expenses. Reimbursement for meals and Incidental Expenses (M&IE) up to listed maximums will require a description of the expense. Receipts for all meals are required. Reimbursement for lodging expenses up to listed maximums will require itemized receipts.

- C. Travel to, in or from Alaska, Hawaii, and U.S. Territories and Possessions: Employees are reimbursed for actual meal expenses. If meals and incidental expenses (M&IE) exceed the maximum rates based on federal travel regulations, receipts are required. The rate schedule for travel to Alaska, Hawaii, Puerto Rico, American Samoa, Guam, Midway, the Northern Marianas, U.S. Virgin Islands, Wake Island, and other possessions outside the contiguous United States may be found at: <http://www.defensetravel.dod.mil/site/perdiemCalc.cfm>

Travelers are entitled to be reimbursed for actual lodging expenses incurred while conducting university business. All lodging expenses will require itemized receipts.

- D. International travel to, in or from Other Foreign countries: The rate schedule for travel to, in or from all foreign countries, including Canada and Mexico may be found at: <http://www.defensetravel.dod.mil/site/perdiemCalc.cfm>.

A traveler is entitled to be reimbursed for actual lodging and meal expenses incurred while conducting university business in a foreign country. All lodging expenses will require itemized receipts. If actual expenses for meals and incidental expenses exceed the daily limits in the federal rate schedule, then receipts are required to obtain reimbursement above those limits. Refer to International Travel ([Procedure BF-T-PR2](#)) for guidelines on currency conversion documentation required for international receipts.

- E. Alcohol Prohibition: Alcohol is not allowable as part of travel meals.
- F. Tips or Gratuities on Meals are Not Reimbursable: Tips or gratuities paid in conjunction with meal expenses are not reimbursable.
- G. Travelers must ensure that each travel arrangement is the most cost effective considering all relevant circumstances. The traveler must complete and submit all documentation showing that a cost comparison analysis was done for personal vehicle mileage versus the cost of an airline ticket or rental car. Travel Services reserves the right to reimburse at the lower of the two rates.
- H. Mileage: For official point-to-point mileage, travelers may use odometer readings or the mapping service MapQuest. Mileage will be reimbursed in accordance with [GSA Privately Owned Vehicle \(POV\) Mileage Reimbursement Rate](#), which is usually updated January 1 of each year. Archived mileage rates may be viewed at [POV Mileage Rate Archived](#)

FORMS AND TOOLS/ONLINE PROCESSES

Texas Sales and Use Tax Exemption Certification (Form BF-PGS-F3)

Texas Hotel Occupancy Tax Exemption Certificate (Form BF-T-F2)

Non-Overnight Mileage Detailed Report (Form BF-T-F3)

[Business Technology Services Training and Development
Textravel](#)

[State Travel Management Program](#)

[Department of Defense Rate Schedule](#)

[Department of State Rate Schedule](#)

APPENDICES

None