

University Travel Policy Guidelines

Travel Card Activation / Information

- Call the 1-800 Citibank customer service number that's provided, to activate your University Travel Card.
- During activation, when asked for your SSN, use your UIN.
- When activating a new Chip & Pin Card, you will be required to establish a four (4) digit PIN. This four (4) digit PIN will be used at those merchants with activated Chip technology terminals.
- The employee is responsible for the security of the Travel Card at all times. Protect the Travel Card and card number at all times to prevent unauthorized use.
- **If your card is lost or stolen, immediately notify Citibank at (800) 248-4553 or (800) 790-7206 and TAMUK Travel Services (361) 593-3950. If outside the US, call Citibank collect to (904) 954-7314.**
- Initial credit limit is \$2000. If an increase is necessary, your supervisor should email Travel Services at travel@tamuk.edu with the reason for increase, whether it is temporary (end date required) or permanent, and the total monthly credit limit requested.

The University Travel Card is available for your convenience to use for University Business Travel. Best Practice is to use your Travel Card for all University Business Travel; including Transportation, Car Rental/Fuel, Lodging, Meal, and Conference Registration expenses. Itemized receipts are required for all expenses except Individual Meal Expenses!

Employee Responsibilities

- **Conservation of University Funds is the top priority!**
- TAMUK Travel Policy Training is mandated for all TAMUK employees and is available on-line through TrainTraq (Course # 2112567) on your SSO. Concur Training is available in-person and on-line through Concur. Employee must update Travel Card Application (E-form) and TAMUK Travel Policy Training (TrainTraq Course # 2112567) before each Travel Card renewal.
- All TAMUK Travel Policies and Procedures must be followed and applied to all University Business Travel purchases. Employee is responsible for keeping up to date with Travel Policies/Procedures/Resources. Travel resources are available through JNET.
- Only business related travel expenses are allowed. All purchases must be made by the cardholder. No personal charges may be charged to the travel card. **If personal or unallowable expenses were charged to the Travel Card, the employee must reimburse the university as soon as possible.** If no out-of-pocket expenses will be claimed, complete the [Travel Card Refund Form](#) for reimbursements to the university. Contact [Travel Services](#) for assistance.
- The employee is responsible for reviewing travel card charges to ensure transactions are accurate. **Dispute fraudulent transactions within 60 days of the transaction/postdate.** After 60 days, dispute rights with CitiBank are lost.
- The employee is responsible for following Travel Best Practices - assign transactions to an Expense Report within 30 days of posting to Concur, and submit all Expense Reports within 60 days of trip end date. By not complying with the [TAMUK 90 Day Policy](#), travel expenses may be reported to the IRS as taxable income for the employee.

Transportation

- Booking your airfare through Concur/[Corporate Travel Planners \(CTP\)](#) is highly recommended. Economy fare only. Early boarding, seating upgrades, or other optional fees are **not** allowable expenses. Only one piece of luggage unless business reason is documented for extra luggage. All receipts/documentation must be attached to the Expense Report in Concur.
- When using State Funds, contract airlines must be used, unless there is a documented cost savings to the University.
- Itemized receipts are required for all transportation expenses, including taxi/bus/shuttle/subway/train, parking, and tolls.
- Four-per-Car Rule - When four or fewer employees travel on the same dates with the same itinerary, they must coordinate travel. Only one rental car will be paid or only one person may claim personal mileage reimbursement, if personal vehicle is used. Personal itinerary changes are not a valid exception, only business itinerary differences allow for an exception to the rule.

Car Rental

- Booking Car Rentals through Concur/[CTP](#) is highly recommended. Use of the contract car rental companies listed below are required when using State funds but should also be used with local funds because of the excellent contract rates.

Avis Car Rental ~ Budget Rental Car	Enterprise Rent-a-Car ~ National Car Rental
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- Contract rates include Loss Damage Waiver (LDW) which covers damage to vehicle, & Primary Liability Insurance (PLI - \$350,000) which covers persons/property outside the vehicle. When on approved University business, employees are covered under TAMUK Liability Insurance. If renting out of contract, LDW & PLI are the only options that are allowable expenses.
- TAMUK is exempt from the TX Motor Vehicle Rental Tax. The [TX Motor Vehicle Rental Exemption Certification form](#) must be presented to the vendor at the time the vehicle is picked up. *If form is not presented or the vendor will not credit the tax, the employee will be responsible for reimbursing the University.*
- Fuel should be charged on the Travel Card for Rental, Athletic Courtesy, or State-owned vehicles only. Refueling charges incurred **after** the rental is turned in are **not** allowable expenses and must be reimbursed to the University. Fuel may **not** be purchased on the Travel Card or reimbursed for personal vehicles.

University Travel Policy Guidelines

Lodging

- Booking your lodging through Concur/[CTP](#) is highly recommended. When using State funds, the traveler must use a contract hotel unless there is a documented cost savings to the University, or it meets one of the valid exceptions.
- Lodging is an actual expense and cannot exceed the allowable daily room rate, as listed on the [GSA Per Diem Website](#), when using State funds. Any amount over the allowable daily room rate must be allocated to local funds.
- Do not use third party (Expedia, Hotwire, etc.) to book lodging – third parties don't provide the itemization of the hotel room rate/taxes that is required for audit. A zero-balance itemized receipt is required from the hotel.
- Personal charges, including phone, internet, and entertainment (games, movies, etc.) are **not** allowable expenses. Business expenses for phone, internet, printing/copying are allowed with documentation of necessity.
- TAMUK is exempt from State of Texas Hotel Occupancy Tax - the traveler must submit a [Texas Hotel Occupancy Tax Exempt Form](#) upon checking into the hotel. *If form is not presented or the hotel will not credit the tax, the employee will be responsible for reimbursing the University.*
- Itemized (Zero Balance) receipts for hotel rooms, *with traveler's name documented*, are required. Upon check-out, make sure that Texas State Hotel Occupancy Tax is either credited or not listed on in-state receipts.

Individual Meals

- Meal expenses for individual travel are allowed when on Travel Status – an overnight stay is required. Use your University Travel Card for all meal expenses. Meals should be allocated to local funds.
- As of Sept 1, 2016, TAMUK Travel Policy does **not** require receipts for Individual meals; these receipts should **not** be uploaded to Concur Expense Reports.
- If claiming out-of-pocket expenses, an employee must claim **only** the actual expense incurred for meals, not to exceed the maximum allowable daily M&IE rate for your location as listed on the [GSA Per Diem \(Daily\) website](#).
- The maximum allowable daily rate **should not** be claimed unless the actual expenses equal or exceed the maximum allowable daily rate. The maximum allowable daily rate applies to each day – leftover amounts cannot be carried over to another day.

Business Meals

- Business Meals are allowed on the Travel Card when the employee is on Travel Status – an overnight stay is **not** required. Meals with Prospective Employees are Business Meals.
- A completed [Food Purchase Information Form](#) is required to be attached to the Concur Expense Report, along with an agenda and a list of attendees.
- Itemized receipts **are** required for Business meals. Food/drink must be listed, as well as the costs.
- If travel is within the state of Texas, a [Texas State Sales and Use Tax Exemption Form](#) is required to be submitted prior to ordering for **Business Meals Only**. Individual meals are not exempt from Texas State Sales Tax.

Student Meals

- Student Meals are allowed on the Travel Card when the employee, traveling with the students, is on Travel Status – an overnight stay is **not** required. Meals with Prospective Students are considered Business Meals.
- Itemized receipts **are** required for Student meals. Food/drink must be listed, as well as the costs.
- A list of students and their K #'s, as well as the agenda for the trip is required as an attachment to the Concur Expense Report.

BEST PRACTICES

- Each employee should travel on their own funds! Each employee will have a Travel Request and may have Expenses to report. Document any anomalies, such as staying with family, using University vehicle, or meals provided by event.
- Do not use your Travel Card to purchase or book travel for other employees, unless special circumstances apply – you are responsible for all charges on your Travel Card and documentation/explanation will be required.
- Use the Concur Mobile app to capture your receipts, except for individual meal receipts. If you do not want to download the apps, use your phone's camera to capture receipts and email them to your TAMUK email. Keep your receipts for reference – you may be asked for them by your Dept or auditors.
- One trip/month – one Expense Report! Make your Expense Report make sense to an auditor. Answer the IRS 5-W's – Who, What, Why, When, & Where. Auditors only know what they see, so documentation is important! If it is not written down, it didn't happen. Also, keep in mind that your department will be charged approximately \$5.43 for each Expense Report submitted. Minimize the number of Expense Reports submitted (within reason) to stretch your departmental budget.
- If the Travel Card was used in error; for example - a personal expense or overage on [daily M&IE allowance](#); the cardholder must reimburse the University immediately upon return from trip. Contact travel@tamuk.edu for assistance.
- Explain, Describe, and Justify - Document!!
- Complete and submit your Expense Reports within 30-60 days of travel end date.