

General State Travel

Reimbursement Procedures

I. Lodging

- A. Designated lodging by sponsor of event, conference or meeting.
 - 1. Provide documentation of designated lodging to include rate. (NOTE—a listing of area hotels does not satisfy the requirements for designated lodging).
 - 2. If you did not stay in the designated hotel, provide explanation via memo or email.
 - 3. When the travel objective is held at the place of lodging, the single occupancy room rate may be allowed even if the reduced/blocked rooms with reduced rates were no longer available when the travel arrangements were made. Documentation of the reason for the higher rate must be included.
 - 4. If designated lodging is in place for the travel and the traveler opts to choose a less expensive hotel, the traveler may be reimbursed for the single occupancy room rate charged, as long as both the room rate and the local transportation cost do not exceed the designated lodging rate.
 - 5. If a designated lodging rate for the trip is established but rooms are not available in the designated hotel, the traveler's reimbursement for lodging may not exceed the designated rate.
- B. Companion Travel for two or more employees sharing common lodging.
 - 1. The hotel may provide individually billed receipts, splitting the reimbursement between employees sharing the room. The total may not exceed the room rate.
 - 2. Each employee may provide a copy of the hotel receipt and claim one-half (or other appropriate share) of the total.
 - 3. One employee may pay the entire lodging amount and seek reimbursement for the total bill.
- C. Non-Designated Lodging.
 - 1. If non-designated, traveler can only be reimbursed up to the GSA rate for lodging.
- D. Lodging Reimbursement www.gsa.gov.
 - 1. Provide proof of payment. This would be your hotel receipt for that location, received at check out. Receipt must show traveler's **name** and **show proof of payment by a zero balance**.
 - 2. If you shared a room, let the travel clerk know. Number of guests should be accurate on the lodging receipt.

II. Per Diem (Meal Reimbursement)

- A. Traveler will be reimbursed up to the allowable per day per diem rate for each event location when traveling for 24 hours or more. You can find the allowed reimbursement rates at www.gsa.gov.
 - 1. If any meals were provided by the conference or the event, please let travel clerk know. (provide and agenda whenever possible)

III. Modes of Transportation

- A. Coach Airfare
 - 1. State authorized travel agent, Adventure Travel Airfare Quote
 - i. When traveling out of state, regardless if driving, traveler must provide a round trip quote from Adventure Travel. Forward email quote to travel clerk.
 - 2. Electronic Itinerary Ticket
 - i. Forward proof of issuance of traveler's electronic itinerary ticket to travel clerk.
 - 3. Traveler Paid Airfare
 - i. Must provide quote for comparison from Adventure Travel.
 - ii. Must provide proof of purchase of the ticket
 - iii. Must provide electronic ticket via email to travel clerk.

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B. Automobile Rental

1. **In-State Travel** reimbursement is limited to the actual cost of the rental not to exceed the established per mile rate based on the official mileage distance between points of travel per GPS distances or actual odometer mileage readings.
2. **Out-of-State Travel** reimbursement may not exceed the cost of coach/economy airfare, including baggage, parking fees and transportation costs in the vicinity of the event.
3. **In general**, rental cars are not considered reimbursable for travel in the vicinity of the event unless a rental car was justified as the mode of transportation for the entire trip. However, if the cost of a rental car plus parking is less than the cost of a taxi or available shuttle, a rental car may be justified.

C. Privately-Owned Vehicle

1. **In-State Travel** reimbursement shall be limited to the actual cost based on the mileage rate published by OMES and the mileage distance between points of business travel. The traveler must track and document actual business miles based on a recognized GPS system such as MapQuest or Google Maps. **No personal miles are included.**
2. **Out-of-State Travel** reimbursement shall not exceed that of airfare.
 - i. Mileage will be compared to a neutral mileage website and is based on the most direct route. www.mapquest.com or www.googlemaps.com

IV. Types of Travel

A. Conference/Workshop/General Meeting Travel

1. Must provide proof of conference/workshop/general meeting that documents dates.
2. Must provide an agenda/program of conference/workshop/general meeting.

B. Tournament Travel

1. If possible, provide documentation of tournament.

C. Recruiting Travel

1. If possible, provide documentation of recruiting location. For example, if you are attending a tournament or tournaments for recruiting purposes. Provide any available documentation to travel clerk.

V. Registration Reimbursement

- A. Traveler must provide proof of registration and proof of payment.
- B. If meals are included in the registration payment, let travel clerk know. Only the amount of the actual registration can be reimbursed.

VI. Miscellaneous Expenses

- A. Approved general miscellaneous travel expenses may be reimbursed based on itemization on the travel voucher (T3). These expenses should be listed separately under the "miscellaneous expense" category. Item or items should be consistent with the purpose of travel, and not otherwise required to be grouped in another category of travel expense on the T3.
 1. **General Expenses** (Note: Expenses are subject to approval and may require further explanation.)
 - i. Parking and toll fees
 - ii. Taxi and shuttle fees
 - iii. Transportation tips at 20% of fare
 - iv. Business communications (i.e. telephone, postage, fax, etc.)

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- v. Airline baggage costs associated with flights
- vi. Non-personal baggage handling for equipment & materials
- vii. Rent of meeting room
- viii. Necessary laundry and cleaning services (travel extending 7 days or longer or required in emergency situations)
- ix. Registration fee
- x. Emergency and other expenses (excluding personal) incidental to the purpose of travel.

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General Information:

- Questions may be handled via email (dmefford@cameron.edu) or phone (Ext. 2226). If a meeting is preferred, please call ext. 2226 to make an appointment. ***You do not have to make an appointment to drop off documentation or to request reimbursement. You may email or call to complete a travel reimbursement.***