Travel Office

Training and Guidelines
Presented by Finance Division
Administration & Finance

Finance is a division of the Administration and Finance component. The finance division encompasses the units of Procurement and Contract Administration, Accounts Payable, Travel, Student Business Services, General Support Services, General Accounting, Asset Management, and Financial Compliance and Reporting.

Mission Statement

In the spirit of providing quality service, the Finance Division of UHCL strives to excel in delivering business solutions through collaborative partnerships that foster a culture of integrity, creativity and innovation.

Vision Statement

The UHCL Finance Division aspires to be a team of professionals committed to the delivery of effective and efficient customer service while maintaining fiscal integrity.
It always begins with a TEAM!
Objectives

- Travel Office Services
- Travel Pertinent Information
- Travel Policies
- IRS Publications
- Travel Processes
- Travel Authorization Tips
- Traveler/Designee Responsibilities
- Travel Office Responsibilities
- Car Rental
- Eligible Expenses and Required Receipts
- Study Abroad Program
- Expense Report
- Travel Do’s and Don'ts
- Q & A and Online Resources
- Contact Information
Travel Office Services

• Prompt customer service.
• On-going education of policies and procedures.
• Review and encumber Travel Authorizations with T#
• Purchase airfare tickets for employees, prospective employees and UHCL students as requested.
• Issue Travel Advance Program (TAP) cards.
• Prepare Travel Reimbursement Vouchers.
• Assist with per-diem rates. See below hyperlink
  http://www.gsa.gov/portal/content/104877?utm_source=OCM&utm_medium=print-radio&utm_term=HP_01_Requested_perdiem&utm_campaign=shortcuts
• Compliance to travel policies.
Travel Pertinent Information

- Employees, Prospective Employees, students
- Travel in:
  - University vehicles
  - Personal vehicles
  - Airlines
  - Shuttle Bus
  - Rental Car
  - Car Pool
- Overnight Stay vs. Non-Overnight Stay
- Travel Authorization vs. Mileage Authorization
- State funds (1XXX) vs. Local funds (2XXX, 3XXX, 5XXX)
- Domestic vs. Foreign Travel
- Vendor Set Up and W9
- Accounts Payable vendor ID vs. PeopleSoft ID
Travel Policies

• UHCL Travel
  https://www.uhcl.edu/about/administrative-offices/travel/

• UHCL Travel Guidelines

• UH System Administrative Memorandum Business Travel 03.A.03
  http://www.uhsystem.edu/compliance-ethics/_docs/sam/03/3a3.pdf

• Texas Government Code Chapter 660
  https://statutes.capitol.texas.gov/Docs/GV/htm/GV.660.htm

• Texas Administrative Code Chapter 20 Rule §20.303
IRS Publication 463: Personal and business domestic travel

- IRS publication on **domestic travel** when combining personal travel with official business travel within the United States. In accordance to IRS Publication 463, Treasury Regulations, Subchapter A, Sec. 1.162-2 – When the number of “days spent on business activities” is less than or equal to the number of days spent on personal activities the cost of traveling to/from the destination (airfare, mileage to/from airport, airport parking, etc.) may not be directly charged to the university or reimbursed. Only expenses that are directly related to conducting university business may be charged to or reimbursed by the university, such as lodging and meals on “days spent on business activities,” and local transportation costs to/from business meetings.


- This does not apply to foreign travel.
60 Calendar Days Rule – Reimbursed as Taxable Income:

- Employees, prospective employees, and students must submit their travel request for reimbursement, including required documentation with original receipts, to the travel office no later than 60 calendar days after travel is completed. In accordance with Internal Revenue Service requirements for an accountable plan, all reimbursement requests submitted to the Travel office after the 60 calendar days will be treated as taxable income to the payee. This does not apply to local mileage.

- Non-overnight transportation is not taxable, regardless of destination.
Travel Process

• **Use current** Travel Authorization Forms and Expense Report

• Prospective and new employees - **Vendor set up** and **W-9** paperwork must be completed.

• Ensure Accounts Payable Vendor ID is used, not PeopleSoft User ID, in order to get reimbursed.

• A T# assigned to encumber funds on all TA’s submitted and completed accurately.

• Business Administrator (CBA/DBA), Traveler and designee notified via email on T#. Incomplete TAs may be returned to the CBA/DBA for re-submission.

• Domestic travel (includes USA, Puerto Rico, Canada & Mexico)

• Do not use state funds for any travel.
Traveler/Desigenee Responsibilities

- Traveler and/or Designee’s responsibilities includes:
  - All travel arrangement requests (i.e. airline reservations, etc.) must be submitted via an email to the TravelOffice@uhcl.edu or via a TA form.
  - Preferred flight arrangement requests must be attached to the TA. Denote in the ‘Department Special Request’ section. Example: Please book attached flights.
  - May choose to purchase their own tickets, if time is of essence. Airfare reimbursement is limited to the lowest class fare. No same day quote required when purchasing your own ticket.
  - Must route all airfare questions and bookings through the Travel Office.
  - Car rental - Reservations may be made online or by calling the rental car company directly.
  - Provide justification for renting large vehicle.
  - Revisions to Foreign TA must be signed by all parties on original form. No emails will be accepted for revisions.
Traveler/Designee Responsibilities (con’t)

Traveler and/or Designee’s responsibilities includes:

- Submit the Export Controls & Embargo form with TA for Foreign travels.
- Submit the Fly America Waiver Checklist Form for foreign travel and it must be signed by OSP if federal funds are used.
- Review the itinerary once the tickets are purchased.
- Submit or return TAP card (if applicable) with expense reports and receipts ASAP.
- Attach conference agenda to the TA or expense report.
- Use the appropriate forms, available on UHCL Travel website: https://www.uhcl.edu/about/administrative-offices/travel/forms
- Prior to travel –
  - Always check the weather in case of delays
  - Proper documentation (Passport, Visa, Driver’s License, Boarding Passes, etc.)
  - Airports & airlines change their processes and procedures often for security reasons, so be alert.
  - Restricted carry-on material.
Travel Office Responsibilities

• Travel Department responsibilities includes:
  o Review and validate TA requests daily
  o Prompt response to Traveler or Designee CBA/DBA on T# assigned, or additional information or significant increase in travel price.
  o General response time to process domestic TA is 10 business days and 30 business days for foreign TA.
  o Purchase internet airline ticket, if requested.
  o Issue TAP card (if requested)
  o Provide Identifier Rate Codes.
  o Email sent to traveler and designee once tickets are purchased.
  o Review and process expense reports to reimburse within 20 business days.
  o Provide assistance with any travel related questions.
Car Rental

- State Travel Management Program have discounted rates for Car Rental contracts available for business-related travel. Loss Damage Waiver is included with rate, no additional insurance is reimbursable.

- A list of these state contracts and additional information is available at: https://comptroller.texas.gov/purchasing/programs/travel-management/

- Reservations can be made online or by calling the rental car company directly. Please contact the Travel Office for the Identifier Rate Codes.
  - Avis Car Rental www.avis.com 800-331-1212
  - Hertz Corporation www.hertz.com 800-654-3131

- Justification will need to be provided for renting a larger vehicle.

- Do not bypass the counter. The original receipt is required for reimbursement of the expense.

- Mileage cannot be claimed on rental vehicles.
Eligible Expenses and Required Receipts

• Required Receipts:
  
  o Mass transit, rental car, taxi, limousine, bus, subway, or any other mode of transportation.

  o Incidental expenses are reimbursable, such as parking, toll charges, etc.

  o Lodging receipts must show a $0.00 balance.

  o Airline receipt showing form of payment must be included.

• Overnight Business Travel - Meal expenses incurred is reimbursed, not to exceed per diem rate. (Snacks, coffee, should be included in one of meal expense category and not in the incidentals or miscellaneous charges). **Departments may have their own rules or limits. Please check with your CBA/DBA.

  o Do not seek reimbursement for expenses not incurred.

  o Lodging Expenses - Lodging expenses incurred on business travel, not to exceed per diem daily rate, unless otherwise approved by CBA/DBA.
Study Abroad Program

• Study Abroad: The Office of International Admissions and Programs (OIAP) must approve all study abroad program prior to submitting any TA’s to the Travel Office. Please contact the Dean of Students Office and Office of International Admissions and Programs (OIAP) for additional information on study abroad programs.

• Study Abroad participants are required to obtain or show proof of international travel insurance. See Travel website for more information.
## Expense Report (Reimbursement Request)

### Travel Expense Report

<table>
<thead>
<tr>
<th>Date</th>
<th>Arrival/Departure Time</th>
<th>Item/Description</th>
<th>Airfare*</th>
<th>Hotel*</th>
<th>Hotel Taxes*</th>
<th>Rental Car, Taxi's etc*</th>
<th>Breakfast</th>
<th>Lunch</th>
<th>Dinner</th>
<th>Misc</th>
<th>Subtotal</th>
<th># Miles Driven**</th>
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* Must have receipts for these expenditures. ** Must provide mileage verification (e.g., Google Maps directions printout), if not previously provided with TA.

### Less amounts paid by University
- Enter here: 0.00

### Total Due to Traveler
- $  

### Each Miscellaneous Expense above must be itemized here and have a receipt attached.

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<th>Date</th>
<th>Item/Description (Tolls, Parking, Parking Taxes, etc.)</th>
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### For International Travel, please indicate conversion rate used: The link to a currency converter can be found on Travel's website.

I acknowledge and certify the above financial information is true and correct to the best of my knowledge and the request complies with the state travel guidelines, as found on UHCL Travel's website. I am aware that all reimbursements, other than blanket mileage, must be submitted within 60 days of trip return date, after which, those reimbursements will be processed as taxable income. Payment is now due and was not previously requested.

- Please finalize this TA. (This is the last reimbursement request I will be submitting under this TA#)

### Traveler Signature
- Date

### Supervisor Signature
- Date

Submit this completed form and any supporting documentation to the UHCL Travel Office. Please allow 10 business days for processing.

UHCL Travel Office - 2700 Bay Area Blvd, Mail Code 105  Houston, TX 77058  281-282-2770  www.uhcl.edu/travel  traveloffice@uhcl.edu  Revised 1/1/2020
Expense Report (Reimbursement Request) (con’t)

• Input the date, time of departure/return and address of the location in the item description on travel expense log.

• Any changes in dates to the trip will need approval from the CBA/DBA and the traveler’s supervisor.

• Always include airfare or hotel charges pre-paid by UHCL on your expense log. These are part of your expenses. You will then deduct these charges on your expense log under “Less Amounts Paid by University”.

• List hotel room rate and taxes on a per day basis in appropriate columns.

• Travelers are responsible for following up if they have not received their reimbursement. It takes approximately 20 business days to process the reimbursement, once received in the travel office.

• Blanket Mileage - Requests for mileage reimbursement (local funds only) must be submitted to the travel office no more than once a fiscal quarter after the date of the first mileage expense incurred. This is to facilitate the cost effective reimbursement process by allowing employees to accumulate enough mileage expenses.

• Always use the appropriate form so that the mileage rate is accurate.
# Travel Do’s and Don’ts

## Do’s

- Obtain separate bills with each traveler’s name when sharing lodging. Otherwise have the hotel document two methods of payment.

- Receipt submitted must show the method of payment. Hotel receipt must have a $0.00 balance.

- For TAP cards email travel office at least 10 business days prior to travel. You may request the TAP card on the TA form. Please denote request in the “For Department Special Request” and state the dollar amount of lodging expense.

- Obtain a state sales tax exemption certificate if lodging in Texas, available through Travel’s website.

## Don’ts

- For non-Overnight stay do not claim meals expenses. These are not reimbursable.

- Submit expenses for someone else’s meal. If you have a business meal, contact your CBA/DBA for possible reimbursement.

- Allow any other charges on TAP card except lodging and travel related expenses.

- Ask the Travel Office to make personal travel arrangements or gather information for personal travel. This includes making reservations for family members when the employee is traveling on business.
Travel Do’s and Don’ts (con’t)

Do’s (con’t)
- Make an appointment with Travel Office staff for one-one travel assistance.
- Obtain a written airfare quote prior to travel when claiming mileage out of state. Reimbursement is limited to the airfare quote.
- Submit your expense reports ASAP or within 60 calendar days after travel is completed for the travel expense to be non-taxable.
- Submit receipts in a systematic manner. Take photo of receipt and store.
- If a trip is cancelled or changes need to be made, please email the travel office.

Don’ts (con’t)
- Request the travel office to call the traveler to make arrangements.
- Submit a Travel Authorization for registration (conference, class, etc.) only.
- Submit loose receipts.
- Email or call the travel assistants directly. If you email someone directly and they are out or on vacation, we may not be able to assist you in a timely manner. Use TravelOffice@uhcl.edu and x2270.
- Don’t assume anything - call us first.
Questions?
For an upcoming business trip to Orlando, FL, you may email the Travel Office to book your children’s airline tickets as well, as long as you provide a personal credit card.

**False**

You rent a vehicle to drive to Dallas for a conference. You are taking three additional co-workers going to the same conference. You decide to upgrade the vehicle because the vehicle you originally rented is too small. The upgrade fee is reimbursable.

**True**
Q & A (con’t)

When completing your TA, you indicate that you will be flying to Washington, D.C. Sunday night for a conference beginning Monday morning and ending Wednesday afternoon. Instead of flying home Wednesday evening, you plan to fly home Sunday. Because your personal days are equal to the number of business days, you will not be reimbursed for airfare, mileage to the airport, nor airport parking costs.

True

Sunday-Wednesday count as 4 “business” days. Thursday-Sunday count as 4 “personal” days

Employees can call the Travel Office to make airline reservations.

False
Online Resources

Out of State Meals and Lodging Rates
http://www.gsa.gov/portal/content/104877?utm_source=OCM&utm_medium=print-radio&utm_term=HP_01_Requested_perdiem&utm_campaign=shortcuts

State of Texas Travel Contracts (airfare, lodging and rental car vendor lists)
https://comptroller.texas.gov/purchasing/programs/travel-management/

TexTravel – State of Texas travel rules

UHCL Travel Office
https://www.uhcl.edu/about/administrative-offices/travel/

UH System Administrative Memorandum Business Travel 03.A.03
http://www.uhsystem.edu/compliance-ethics/_docs/sam/03/3a3.pdf
Contact Information

• Travel Office Website
  https://www.uhcl.edu/about/administrative-offices/travel/

• UHCL Travel Office Staff:
  ➢ Rita Sills, Travel Assistant
  ➢ Melissa Hernandez, Accounting Technician
  ➢ Norma Villanueva, Accounting Technician
  ➢ Netti Oliver, Accounting Technician
  ➢ Rosie Pineda, Director, Accounts Payable

• Email: TravelOffice@uhcl.edu
• Phone: 281-283-2270

Kindly direct all questions to the above email account and phone number.
Thank you
Have a safe journey