

University of Houston-Clear Lake

Travel Guidelines

All reimbursable travel must have an approved travel request in the Travel Office prior to travel beginning. Please refer to the website <http://www.gsa.gov/portal/category/21287> for domestic per diem rates. For foreign per diem rates please contact the travel office.

Overnight travel within the state of Texas

Lodging expenses – A state employee is entitled to be reimbursed for lodging expenses incurred on a day that the employee conducts official state business at a duty point located outside of the employee’s designated headquarters. The comptroller’s maximum reimbursement rates for those municipalities and counties are the same as the rates contained in the version of the federal travel regulations that the comptroller has adopted by reference. **The original commercial lodging receipt is required.**

Meal expenses – A state employee is entitled to be reimbursed for meal expenses incurred on a day that the employee conducts official state business at a duty point located outside of the employee’s designated headquarters. The comptroller’s maximum reimbursement rates for those municipalities and counties are the same as the rates contained in the version of the federal travel regulations that the comptroller has adopted by reference. The original commercial lodging receipt is required. You may not seek reimbursement for expenses you did not incur.

Overnight travel outside of Texas but within the conterminous United States

Lodging expenses – A state employee is entitled to be reimbursed for lodging expenses incurred on a day that the employee conducts official state business at a duty point located outside of the employee’s designated headquarters. The federal travel regulations contain maximum lodging reimbursement rates for selected municipalities and counties in each state. The comptroller’s maximum reimbursement rates for those municipalities and counties are the same as the rates contained in the version of the federal travel regulations that the comptroller has adopted by reference. **The original commercial lodging receipt is required.**

Meal expenses – A state employee is entitled to be reimbursed for meal expenses incurred on a day that the employee conducts official state business at a duty point located outside of the employee’s designated headquarters. The federal travel regulations contain maximum meal reimbursement rates for selected municipalities and counties in each state. The comptroller’s maximum reimbursement rates for those municipalities and counties are the same as the rates contained in the version of the federal travel regulations that the comptroller has adopted by reference. You may not seek reimbursement for expenses you did not incur.

University of Houston-Clear Lake

Travel Guidelines

Travel by mass transit, taxi, or limousine

A receipt is required to be included in the supporting documentation for a reimbursement of travel by a bus, subway, or other mode of mass transit, taxi, or limousine. You may not seek reimbursement for expenses you did not incur.

Incidental Expenses

Some incidental expenses may be reimbursable when traveling on official state business (parking, toll charges, etc.). All incidental expenses require original receipts.

Overnight travel to U.S. possessions, Alaska, Hawaii, Canada, or the United Mexican States

Lodging expenses – A state employee is entitled to be reimbursed for lodging expenses incurred on a day that the employee conducts official state business at a duty point located outside of the employee’s designated headquarters. The reimbursement may not exceed the amount of lodging expenses actually incurred. **The original commercial lodging receipt is required.**

Meal expenses– A state employee is entitled to be reimbursed for meal expenses incurred on a day that the employee conducts official state business at a duty point located outside of the employee’s designated headquarters. The reimbursement may not exceed the amount of meal expenses actually incurred. **All original receipts are required.**

Travel to foreign countries other than Canada and the United Mexican States

Lodging expenses – A state employee is entitled to be reimbursed for lodging expenses incurred on a day that the employee conducts official state business at a duty point located outside of the employee’s designated headquarters. The reimbursement may not exceed the amount of lodging expenses actually incurred. **The original commercial lodging receipt is required.**

Meal expenses – A state employee is entitled to be reimbursed for meal expenses incurred on a day that the employee conducts official state business at a duty point located outside of the employee’s designated headquarters. The reimbursement may not exceed the amount of meal expenses actually incurred. All original receipts are required to receive full reimbursements over the per diem amount. If you don’t have meal receipts, please refer to the foreign per diem rates provided by the Travel Office. You may not receive more than the per diem amount allotted for each country if meal receipts are not provided.