



MEMORANDUM OF ADMINISTRATIVE POLICY

SECTION: Fiscal Affairs

Number: 03.A.03

AREA: Business Travel

**SUBJECT: Travel Policy**

**I. PURPOSE AND SCOPE**

This policy contains guidance for faculty, staff, and all others who travel domestically or internationally on official University of Houston Clear Lake (UHCL) business, ensuring that we make the best, most cost-effective use of university resources while supporting activities such as professional development, research initiatives, consulting activities, recruitment events, and beneficial interaction with other institutions, organizations, businesses, and community groups; and that administering and managing such travel is accurate, efficient, timely, and compliant with State, Federal, and University of Houston System policies, codes, statutes, and regulations; and also considers best-in-class processes that support streamlined business operations. Departments may require more restrictive travel procedures than detailed herewith as needed.

**II. DEFINITIONS and TERMS**

This section highlights commonly used travel terms and phrases and provides brief definitions and explanations to facilitate travel planning, requests, and reallocations for accurate accounting, and expense reporting.

| Term    | Definition   |
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| Advance | Payment made to or on behalf of a traveler before the travel occurs. This is generally limited to Study Abroad programs where cash is required during prolonged travel and is not available for other types of travel.   |
| Airfare | All airfare must be purchased at the lowest price available whether purchased via Concur or purchased directly from the airline. No-cost upgrades to business class or first-class airfare are acceptable as long as the airfare receipt provided by the airline or travel agency clearly indicates there is no additional cost for the upgrade. Concur software automates the search process for lowest cost airfare and applicable fees apply. |

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| Alcohol               | <p>Alcoholic beverages, if allowed by the department, cannot be purchased during normal business hours by employees. These hours are 8a-5p, Monday through Friday.</p> <p>Expenditures for alcoholic beverages must be itemized and charged to account 53113. However, the cost of alcoholic beverages will be added to the cost of travel meals for GSA limit calculation.</p> <p>Alcoholic beverages cannot be charged to tuition, sponsored projects, or federal indirect cost accounts. Alcohol may not be charged to a state-funded grant.</p>                       |
| Approver              | <p>The employee's supervisor is the first approver for any travel request. If the traveler is within one of the UHCL colleges then the Dean is the next approval level. The department or college business administrator (DBA/CBA) is the next level approver ensuring that funding is available in the cost center. In the case of foreign travel, the Provost's office must approve travel.</p> <p>Should travel involve grant funding, the Travel Office forwards the travel request to the Office of Research and Sponsored Programs for review and pre-approval.</p> |
| Blanket Mileage       | <p>A pre-approval that the employee obtains in advance enabling expensing for local Houston and Galveston area mileage reimbursement throughout the fiscal year without a separate travel request for each trip.</p>  |
| Concur                | <p>Concur is UHCL's travel management software. It consists of these modules: (a) Travel Request, and (b) Expense Report. Travelers must use both request and expense modules to request and obtain travel. (c) An additional travel module is optional for booking travel, <i>is not</i> required, and generates additional travel agency and airline fees if used. Please use the travel request and expense report modules. An expense report cannot be processed without a preceding approved request.</p>  |
| Concur Travel Mailbox | <p>This is the best way to obtain guidance from Accounts Payable on travel matters. The mailbox is monitored daily by multiple staff and will provide acknowledgement of your question within 48 hours (2 business days).<br/> <a href="mailto:ConcurTravel@UHCL.edu">ConcurTravel@UHCL.edu</a></p>   |
| Conference            | <p>A formal meeting on topics related to higher education,</p>  |

attended by one or more UHCL individuals, typically located off-campus. Conference registration should be purchased with a P-Card.

**Conference Room Block** When a conference offers discounted hotel rates through a block of rooms that have already been reserved for the event then we recommend the traveler reserve their room directly through the conference. You must still enter lodging as part of your travel request to inform your supervisor of all anticipated costs. The associated expense for this lodging must subsequently be processed in your Concur expense report.

If those rooms are sold out please check with the conference organizer for alternate accommodations, or book a non-discounted room through Concur as a last option.

**Delegate** An individual the employee may arrange as their travel proxy in Concur. This individual must be a current UHCL employee. Delegates are necessary links between non-employee travelers and Concur. Non-employees do not have Concur access.

**Documentation** A physical or electronic receipt, cancelled check, credit card receipt when applicable, and/or other documentation that describes and substantiates a business transaction.

**Domestic Travel** Travel occurring within the borders of the continental United States, or Canada, Mexico, Puerto Rico, or Hawaii (per the Fly America Act, Canada is not considered foreign).

**Expense Report** The expense report within Concur captures actual, as distinguished from estimated, travel request information for processing and subsequent analysis by the university and/or UH system. The option for per diem rates, based upon federal GSA rates by location, are daily meal limits. These do not require receipts. If actual meal expenses are selected instead then receipts are required.

If you use your UHCL travel card during the trip then your expense report must be created within 15 business days after the last date of travel. If you have not used your UHCL travel card during the trip then your expense report must be created within 60 days after the last date of travel, or the expense automatically becomes taxable to the traveler under Texas regulations.

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| Fiscal Year         | September 1 – August 31  |
| Foreign Auto Rental | Although the Texas State Comptroller provides for car rentals in Canada and Mexico, travelers should obtain pre-approval for any anticipated foreign car rental by contacting the UHCL travel office before booking a reservation. Taxis are preferred; these include the equivalent of Uber or Lyft. Receipts are required.   |
| Foreign Travel      | <p>Foreign travel is defined as travel by UHCL employees or prospective employees to/from all countries outside the continental United States, Canada, Mexico, and U.S. possessions. The UHCL Provost or designee approves foreign travel for the colleges and the Vice President or designee approves foreign travel for administrative divisions. These approvals apply irrespective of the funding source for the trip.</p> <p>The Fly America Act requires that foreign air travel funded by Federal funds, including Federal pass-through funds, be conducted on U.S. flag air carriers. There are limited exceptions where the use of a foreign flag air carrier is permissible.</p> <p>The U.S. territories and Canada are considered foreign for insurance purposes if renting a vehicle <i>after</i> obtaining travel office approval.</p> <p>Concur requires two documents for processing foreign travel approval: the export controls form, and the CITI certificate of course completion. If traveling with a laptop please indicate YES on question b, Export Controls form so OIT can provide a secure laptop.</p> <p>Foreign travel insurance information is available on the Concur “Company Notes” section of the landing page.</p> |
| Fraud               | If you have a Travel Card you should report any suspected fraud to the travel office at <a href="mailto:ConcurTravel@UHCL.edu">ConcurTravel@UHCL.edu</a> and notify Citibank by calling the number on the back of the card.  |
| Gratuity            | An amount the traveler provides voluntarily, usually for the provision of a service such as a porter, maid, or wait-person. The meal per diem includes a maximum of 20% gratuity and any applicable tax.   |
| GSA Ceiling         | GSA is the federal General Services Administration daily rate  |

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| /Per Diem                | <p>for meal reimbursement at specific city locations. UHCL reimburses/approves meal expenses up to the GSA limit. The traveler will not be reimbursed for any cost above the GSA rate.</p> <p>Concur provides a GSA meal option labeled “Meals - Per Diem” and another labeled “Meals - Actual.”</p> <p>The Concur per diem option does not require the traveler to upload meal receipts.</p> <p>Alternatively, the actual option may be used by grant funded/sponsored programs to capture specific actual meal expense details. Some grantors may wish to see meal expense details. By choosing Meals - Actual the traveler will upload receipts that substantiate the full cost. However, the traveler will still be reimbursed up to the GSA rate.</p> <p><a href="https://www.gsa.gov/travel/plan-book/per-diem-rates">https://www.gsa.gov/travel/plan-book/per-diem-rates</a></p> <p>The GSA also provides daily rates for <i>lodging</i>. UHCL can approve expenses exceeding the GSA lodging rate only when the department authorizes the expense in advance.</p> |
| Incidental Expense       | <p>An expense with an allowable, valid business purpose, incurred while traveling on official UHCL business. Typical examples include: tolls, parking, taxes (i.e. non-exempt taxes). Meals, lodging, transportation, personal expenses or gratuities are NOT considered incidentals. Please check with <a href="mailto:ConcurTravel@UHCL.edu">ConcurTravel@UHCL.edu</a> if uncertain.</p>  |
| Itemized Expense Receipt | <p>A document provided by the vendor that shows the vendor’s name, date, detailed charges, total amount paid, and method of payment used by the traveler. For airfare and lodging the traveler’s name is also required.</p> <p>If purchasing food from a street vendor, please use a handwritten receipt to document the details. This will be included in the GSA limit.</p>   |
| Limited Travel           | <p>Departments may limit the travel allowance for any employee to maintain balanced budgets. In this case, a pre-set portion of the trip is reimbursable/allowable using <u>local</u> funds. The traveler is expected to cover the remainder of the cost, should there be any, with personal funds.</p>   |

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| Local Funds<br>(not State<br>funds)                  | Under Texas statute, local funds may be used for daily operations of state agencies. UHCL is a state agency. These are typically funds received from internal or external non-state sources and owned by the university.  |
|  | Travel expenses are processed and reimbursed as needed using local funds unless a Texas state grant funds the expense. In that case, the traveler should use the special state-awarded contracts under the state STMP program to make arrangements.<br><a href="https://comptroller.texas.gov/purchasing/programs/travel-management/">https://comptroller.texas.gov/purchasing/programs/travel-management/</a>  |
|  | The travel office can assist you, as needed.  |
| Local Travel,<br>also known as<br>blanket<br>mileage | Local/blanket mileage is travel in Brazoria, Chambers, Fort Bend, Galveston, Harris, Liberty, Montgomery, Waller and Wharton counties. Use the link to review the UHCL Local-Blanket Mileage map for planning local travel.<br><br><a href="https://www.uhcl.edu/about/administrative-offices/travel/documents/uhcl-blanket-travel-map.pdf">https://www.uhcl.edu/about/administrative-offices/travel/documents/uhcl-blanket-travel-map.pdf</a>  |
|  | <u>Overnight local travel</u> that includes lodging and meals are non-reimbursable without prior approval from the AVP Business Operations and is taxable to the employee.  |
| Lodging  | A commercial lodging establishment or private home such as a motel, hotel, inn, apartment, house, or similar establishment where the traveler stays temporarily, for a fee. This includes lodging provided by a governmental entity on property controlled by that entity, a religious organization on property controlled by that organization, or a private educational institution controlled by that institution.<br><br>UHCL does not recommend the use of Airbnb or similar services due to potential risks related to fraud, fire protection, and physical safety. |
| Meals while on<br>a trip/traveling                   | Meals while on travel status generally includes food, including snacks, and non-alcoholic beverages. Meals are not reimbursable as separate travel expenses if their cost is already included in a conference or event. Where the conference includes <i>less</i> than three meals per day the traveler may be reimbursed up to the GSA rate for the day.   |

SAM 03.A.03 provides that an *individual traveler's meals* are not considered *business meals or entertainment*, but should [instead] be paid or reimbursed as a travel expense.

Please note: However, meals for a *group of UHCL employees* traveling together, paid for by one individual, should be vouchered as a business meal that is approved by their supervisor, as standard practice. Concur is designed to process individual travel, not group travel.

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| Mileage             | Official mileage is the <u>shortest</u> practical route between points.   |
| Out-Of-State Travel | Out of state travel occurs when the destination location is outside the state of Texas, but still within the United States or its territories.  |
| PaymentWorks        | PaymentWorks is an onboarding vendor/supplier software platform that enables payments to flow from UHCL through the UH system to a bona fide third-party recipient. It ensures vendor-controlled data entry, secure transmission and storage for sensitive items such as bank account information that will be used downstream for paying the vendor. A vendor or supplier must be invited to register in PaymentWorks by the department. This supplier category includes prospective employees or students. The vendor must enter specific, accurate identity and banking information before they are registered with a unique vendor ID. UH system manages this platform. |
| Per Diem Meals      | <p>Travelers have the option of selecting “per diem meals” instead of “actual meals” when submitting expense reports. In both cases UHCL will approve <i>up to</i> the daily GSA rate for the particular city.</p> <p>Travelers may not use a travel card to purchase food since this would duplicate a per diem expense. Travelers may use their <i>personal credit card</i> for meal purchases but if the total daily amount incurred exceeds the GSA rate, regardless of the method of payment, then the overage amount will not be approved or reimbursed.</p>  |
| Personal Cars       | UHCL will reimburse business miles via Concur software which calculates the reimbursement based upon start and end addresses and current IRS standard mileage rates. This is based on the most direct route. Roadside assistance is not   |

reimbursable.

Personal  
Day(s)

Concur has the ability to document self-reported personal days vs. business days as a preliminary step in processing travel requests. These days must be accurately recorded. Since determining whether the day was properly categorized as business or personal involves several factors, these days are evaluated by the UHCL travel office during expense audit. The general definitions follow.

Domestic trip: Personal days are approved/reimbursable for domestic travel if they represent  $\leq 50\%$  of total trip days.

Foreign trip: Personal days are approved for foreign travel regardless of the number of personal days taken as a percent of the total trip days. Foreign travel personal day expenses are limited to airfare, to/from airport transport, and 1 checked bag.

Generally, a day is considered a business day when (a) the principal activity is conducting UHCL business, or (b) the traveler is required to be present at a specific date and time for a business meeting, or (c) travel days to and from the business destination (not including side trips), or (d) non-working days, weekends, and holidays that fall between days in which business was conducted.

Personal  
Expense

Any expense incurred while traveling that is not approved or reimbursable by the university. The traveler is solely responsible for this and if paid via travel card then the employee must reimburse the university within 45 days of the last date of travel or risk being placed upon a vendor hold with the State of Texas.

Presidential  
Travel

University presidents' travel expenditures, as well as all non-travel expenditures, must be reviewed and approved by the Chancellor or designee when they exceed the requested amount. These must be fully supported by expense receipts.

Receipt

An electronic or physical written acknowledgement provided by the vendor that states that something has been received. It should include the vendor's name, the date and amount of the transaction, and a description of the goods or services received.

Rental Cars

Travelers are required to use the State of Texas car rental

contracts unless: (1) there are no contracted vendors available, or (2) a non-contract vendor offers a lower total cost than is available to the general public.

If a traveler does not use the State contract then reimbursement will be limited to the contract amount. A loss damage waiver is included in the State contract rate and will not be reimbursed if purchased additionally. Furthermore, no additional insurance is reimbursable. Justification is required if renting a vehicle larger than a full-sized car. Finally, roadside assistance is not reimbursable.

E-scooters or bicycle rentals are not reimbursable and any rental of these means the traveler assumes all such personal risk while using these services.

Spouse Travel Generally, UHCL will not reimburse travel or meal expenses incurred by a family member, spouse, or companion. To qualify for an exception please provide a documented and bona fide business purpose directly benefitting the university, and obtain pre-approval from the Dean, Vice Provost, Provost, Vice President, or President.

Student and Other Non-Employee Travel & Concur Students /Non-Employees such as guest speakers, visiting scientists, etc. *do not* have access to Concur. Delegates must coordinate travel requests and expenses in Concur. However, students and other non-employee travelers are expected to comply with all UHCL travel rules.

Non-Employees, including students, must first register in Payment Works to obtain a vendor ID. The delegate should arrange for this and coordinate with the student/non-employee.

The delegate should contact the travel office at [concurtravel@uhcl.edu](mailto:concurtravel@uhcl.edu) for next steps after the vendor ID is generated.

Employees should contact the Travel Office to coordinate student group travel where a Travel Card will be used to pay for meals. Please note: advance notice required [p. 12].

Token Gifts Use of a private residence other than your own for lodging is not reimbursable, including token gifts for the residence owner/possessor.

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| Travel         | Travel includes all trips off campus involving airfare, rental car, mileage, and/or hotel/lodging, whether UHCL is the ultimate payor or not.  |
| Travel Expense | An ordinary and customary allowable UHCL business expenditure, paid via cash, personal credit card, or UHCL travel card where the expense is incurred en route while conducting UHCL business. Personal or other non-approved business or entertainment expenditures are not considered travel expenses.   |
| Traveler       | Any UHCL faculty, staff, student, candidate, contractor, grant participant, or any other category of individual who transits to/from their home or UHCL location to another location to conduct bona fide UHCL business.<br><br><b>PLEASE NOTE:</b> Expenses such as meals for candidate interviews where local travel to a restaurant is involved are properly categorized as UHCL business expenses and not travel expenses.   |
| Travel Agent   | The contracted separate entity that procures air, auto, hotel or rail travel via the Concur software platform, or additional services. Use of this service generates additional fees plus airline software fees, charged to the department.  |
| Travel Card    | <b>Option</b> - The travel card is a UHCL credit card, ordered and provided to employees who travel as an optional benefit. Employees who prefer to use their personal credit card instead, or in addition, may do so. The UHCL card number becomes part of the employee's Concur profile. Employees with a vendor "hold" status may not obtain a travel card until their state of Texas debt is paid. Failure to reallocate expenses to the proper cost centers from the default cost center on time, more than once, will trigger card closure.<br><br><b>Misuse</b> - Misuse of the card results in the temporary or permanent loss of card privileges, depending upon the facts and circumstances. If the card is misused then the employee is financially responsible for reimbursing the university for the disallowed amount within 45 calendar days. Failure to reimburse the university will result in the traveler being placed "on hold" with the Texas Comptroller's office. This status prevents the individual from receiving payments apart from wages. |

**Possession** - The UHCL card must not be used by anyone other than the person to whom it was issued, and should not be used to purchase another employee's travel since the card is associated with a specific employee profile.

**Use** - The UHCL card may be used for allowable travel expenses, **excluding meals**. The card may be used to purchase airfare, lodging, rental car, and incidental expenses related to UHCL business travel. Reimbursable card transactions are charged to the traveler's appropriate cost center(s). Conference registration should be purchased with a P-Card since this typically occurs in advance of the travel. Multiple cost centers can be used to reallocate Concur costs; Concur is initially set up with a single, default cost center but additional cost centers can be added as needed.

Travel Request UHCL business travel requests must be approved in Concur prior to travel departure. This approval lead time is longer in the case of foreign travel where the Provost/Vice Provost or designee must also approve, so please plan ahead. [Presidential approval is needed for VP international travel.] Please note: Expense reports cannot be generated unless there was a preceding travel request entered in Concur.

United States Cruises The convention, seminar or meeting must be directly related to UHCL business. All the ports of call must be within the United States or United States territories. The ship must be registered as a US vessel. Please attach a written statement to your travel request that details the following:

Total days of the trip; exclude travel to/from embarkation point.

Daily business activities and associated hours related to same.

Program showing cruise activities with nexus to trip purpose.

University Guest Any individual who voluntarily and without compensation provides recognition or support to the UHCL mission. This person may be a donor, potential donor, volunteer, alumni, community, government, university or corporate official. This category does NOT include current faculty, staff, students or persons paid an honorarium or fee for contracted services.

Travel for these individuals will be managed by a delegate.

Zero Dollar Travel Request      Travel approval is still required in advance of any trip even if that trip has no anticipated expenses as a record of the event.

### III. PROCEDURE – HIGHLIGHTS

**General Policy** – This document defines policies and procedures for University of Houston Clear Lake business travel. Business travel for faculty, staff, students, prospective employees, prospective students, contractors, grant participants, or any other approved travelers are uniformly subject to UHCL, UH system, Federal, State, and sponsor rules and also requires that the university follow Generally Accepted Accounting Principles (GAAP). Click-by-click Concur instructions can be found on the Business Operations website and are not contained within this policy.

All business travel requires UHCL travelers seeking reimbursement for ordinary, necessary, and reasonable travel-related expenses incurred for authorized UHCL business activity that supports the learning, discovery, and relationship/engagement missions of the university *must* comply with the UHCL travel policy. Individual colleges may impose additional restrictions on the amount or use of travel funds. Travelers are expected to observe and respect those restrictions.

All types of travel must conform to all of the rules described herein.

**Use of Concur Software** – The traveler or his/her delegate must enter a travel request in Concur outlining the estimated costs, local fund(s), purpose, and benefits of the trip. This *request* must be approved by the traveler’s supervisor, Dean [if within colleges], CBA/DBA, and the Vice Provost if international travel is involved. The request must be approved *prior to* commencing travel. Travel with a limited allowance, provided by the department, will be approved only up to that limit. Any excess cost(s) will be borne personally by the traveler if additional university funding is unavailable. Travelers must submit a Concur expense report including all necessary receipts after completing travel. If a UHCL Travel Card was used to pay for any expenses, the expense report must be submitted within a reasonable time after the purchase but no later than 15 days after completing travel since UHCL is liable for the prompt processing and remittance of bank payments.

**Cost Conscious Stewardship** - As stewards of UHCL resources, travel should always be planned well in advance and selected based upon the most economical route for that trip, irrespective of personal day activities embedded within the excursion. Exceptions may be granted in the event the traveler has special circumstances, such as a health or safety issue, that requires an alternate itinerary. Travel on state grant funds requires the use of the State Travel Management Program (STMP) contracts for air, hotel, auto rental booking

instead of Concur. However, Concur documents the request and the expense, so those data entry steps are required in the software. STMP details are available here: [comptroller.texas.gov/purchasing/programs.travel-management](http://comptroller.texas.gov/purchasing/programs.travel-management).

**Conferences** – Documentation for conference requests and approvals must contain an agenda indicating all daily conference events, including meals and refreshments, and the promotional flier advertising the event that memorializes the dates and location. Meals offered during conference events will not be reimbursed as separate expenses should the traveler opt to dine on their own, independent of the conference.

**Expense Report Timing** - Based upon Texas fiscal management and subtending regulation and UHCL accounts payable bank charge reconciliation, the traveler must submit their expense report no later than 15 days after the last date of travel, if using a travel card, not including personal days added at the end of their trip.

On-time bank payments enable UHCL to maintain a favorable credit rating and also assure travelers that reimbursements are processed promptly. These payments are contingent upon timely travel expense reporting in Concur.

Moreover, under Texas regulation, any late submission of expense request (>60 days) automatically transforms the presumed non-taxable reimbursement into taxable income for the traveler, unless the expense is just for mileage alone. Mileage expense submission is always non- taxable.

After completion of travel, the traveler must complete an expense report and upload required receipts for expenses into the UHCL travel software. These will be processed and reviewed by the accounts payable staff before processing through PeopleSoft.

Travelers with successive back-to-back trips should plan ahead and time their expense reporting accordingly.

The travel card account will be closed for any traveler who repeatedly fails to submit expense reports timely since this exposes the university to unnecessary financial risk; we will be obliged to pay our bank for travel charges incurred but will lack proper and complete documentation of such expenses.

**International Travel** - International travel requires Presidential, Provost, or Vice President pre-approval, depending upon the position title of the traveler. The traveler should obtain the highest rank approval within his/her academic or administrative division. Vice Presidents and Provosts require Presidential approval. In addition, this type of travel requires uploading of two separate forms during travel pre-approval: Export Controls form, and the completion certificate for the Collaborative Institute of Training Initiatives (CITI) course. If traveling with a laptop please indicate YES on question b, Export Controls form so OIT can

provide a secure laptop. In addition, information regarding insurance coverage for international travelers is available on the Concur landing page.

**Meals** – The federal GSA daily meal rate is a data feed to Concur that assigns a ceiling for based on the transaction city. This rate determines the maximum allowable reimbursement amount. Meals can include separate snacks.

UHCL will approve up to the GSA rate for *locally-funded* travel to ensure proper stewardship of financial resources of the University.

UHCL will approve the lesser of the GSA rate or actual expenses using *state-funded* travel. 34 Texas Admin §5.22.

Selecting *per diem* in Concur results in the automated calculation of the GSA maximum meal allowance without an upload of receipts. If “per diem meals” is selected then no receipts are required for each day.

Alternatively, selecting *actual expenses* would require receipt upload. This feature can benefit sponsored programs who need to show meal expense details. If “actual meals” is selected then itemized receipts are required for each day.

**Mileage** - Travel may consist of mileage alone. Enter mileage detail into Concur to request reimbursement for local and out-of-town mileage, parking and tolls. The software calculates mileage automatically. Please enter departure and destination addresses, not just total miles driven. The travel office expense reviews include checking “Mileage Calculator” to see a Concur-generated trip map based on start and end trip addresses.

**Official Business** - Business required to perform the duties of the UHCL position held, in accordance with the legal responsibilities of the university. Official university business must relate to and benefit teaching, research, affiliation and alliance engagement, and/or community service at the university.

**Overnight Local Travel** - Overnight local travel that includes lodging is unapproved without prior approval from the AVP Business Operations and is taxable to the employee.

**Student Travel** - Student travel includes group travel where a Travel Card is used to pay for student and employee meals while traveling. The card must be used by the employee-traveler to whom it was issued. Travel cards may not be shared under any circumstances. The department accommodating the trip must have provided information in advance listing EACH trip, the destination, the start and end dates *per quarter*, and the responsible employee card-holder. The “Student Group Travel – Paying for Meals” form is available on the Business Operations website in the Travel/Travel Card section. The information should be provided to the Travel Office 30-days in advance of the quarter to allow for proper

coordination. Student trip meals may be paid via Travel Card when preceding conditions are met.

**Taxation** - The UHCL travel policy rules stated herein conform with federal IRS rules regarding accountable plans. Under those accountable plan rules, expense reimbursements are not considered taxable income to the traveler, thus reimbursement is not generally included on the traveler's W-2 unless the traveler submits their reimbursement request late (see *infra*, Expense Report Timing).

**Un-Reimbursable Expenses** - Any expenses deemed unapproved, which have been paid by a UHCL traditional travel card, shall be repaid to UHCL within 45 days of the last date of travel.

Should the traveler not repay UHCL timely, or in full, then UHCL will report the traveler to the Texas Comptroller of Public Accounts as a vendor on hold.

Further, any expenses deemed unapproved, paid by the traveler (cash, check, personal credit card, etc.) shall be considered personal non-business expenses for that traveler and shall not be reimbursed.

Alcohol is generally non-reimbursable, subject only to a pre-approval exception granted by the President and/or his designee.

**Use of Travel Card** - The UHCL card may be used for allowable travel expenses, excluding meals. The card may be used to purchase airfare, lodging, rental car, and incidental expenses related to UHCL business travel. Reimbursable card transactions are charged to the traveler's appropriate cost center(s). Conference registration should be purchased with a P-Card since this typically occurs in advance of the travel. Multiple cost centers can be used to reallocate Concur costs; Concur is initially set up with a single, default cost center but additional cost centers can be added as needed.

#### **IV. REVIEW AND RESPONSIBILITIES**

Responsible Party: Associate Vice President Business Operations

Review: Every five years

#### **V. APPROVAL**

/Martin Baylor/  
Interim Vice President for Administration and  
Finance

/Richard Walker Ed.D./  
President

Date: October 8, 2024

## VI. REVISION LOG

| Revision Number | Approved Date | Description of Changes   |
|-----------------|---------------|--|
| #1              | May 2023      | New policy for UHCL  |
| #2              |               | Transformed and edited language into final policy for clarity. Added Student Travel and International Insurance information. Addition of per diem meals, no receipts required. Clarification of State-grant-funded travel requirements; Foreign travel insurance information on landing page "Company Notes;" and student group travel pre-planning procedure. |

## VII. REFERENCES

[MAPP 04.02.01A](#)  
[MAPP 04.02.01B](#)  
[SAM 03.A.03](#)