

# Quick Travel Reference 2021-22

## Advances:

- ❖ Mileage only - Must be staying a minimum of 2 nights/3 days
- ❖ No Meal Advances
- ❖ No Advance if using Federal Funds (2xxx)

## Meal Reimbursement:

**FEDERAL FUND (2XXX) EXECPTIONS:** No advance allowed. No Tips. All original itemized receipts required. All required meal receipts should be taped on white paper in date and meal order. (**Do not tape or highlight over information** on cash register receipts.)

**TIPS FROM STATE FUNDS PGM 21-35:** Effective 02/15/2016, **No** tips or gratuities can be paid from state funded program intent codes PGM 21-35 Per State of Texas regulation. (<https://fmx.cpa.state.tx.us/fmx/travel/texttravel/meallodg/meals/prohibited.php>)

**TIPS ARE ALLOWED UP TO MAXIMUM 20% using general or activity funds.**

**DAY TRIPS:** No meal reimbursement for employee traveling on a day trip unless traveling with students. (*The IRS requires that meal reimbursement for non-overnight trips be reported as taxable income and reported on the employee's W-2 accordingly. Therefore, we will no longer be providing meal reimbursement for non-overnight trips as of 02/15/2016.*)

**OVERNIGHT TRIPS:** Complete the Post Travel meal section of the Travel Reimbursement form with the **actual meal cost** after the trip.

Employee will be **REIMBURSED** after travel, only for what was **ACTUALLY SPENT** up to the allowable rate during travel. Receipts are required if max allowed is requested for reimbursement. Travel expense reimbursement is not a per diem. An employee must claim the actual expenses incurred for meals not to exceed the maximum allowable rates. These rates can be found at <https://www.gsa.gov/travel/plan-book/per-diem-rates/mie-breakdown>

Complete the Post Travel meal section of the Travel Reimbursement form with the **actual meal cost** after the trip.

The Business Office requests that the secretary send all meal receipts to the Business Office with the Travel Request Reimbursement form

## Mileage Reimbursement:

There are several ways to obtain mileage calculations.

Mileage rates for cities that are commonly traveled to have already been calculated for your convenience and are listed on the Rental vs. Reimbursement document located on the 6<sup>th</sup> tab of the Travel Forms 2021-2022 updated 9 27 2021.

- ❖ If the city is not listed on the mileage rate chart, use any free online mapping service
- ❖ Address to address should be from workplace to conference destination. If staying in a different hotel than the conference hotel, mileage can be calculated to hotel if distance is further than the conference hotel. (This must be noted on the travel request and reimbursement form)