

UNIVERSITY of HOUSTON
MANUAL OF ADMINISTRATIVE POLICIES AND PROCEDURES

SECTION: Procurement
AREA: Travel

Number: 04.02.01B

SUBJECT: Travel Paid from Local Funds
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I. PURPOSE AND SCOPE

Travel by University of Houston faculty and staff, and by individuals not employed by the institution who are traveling on official university business, is restricted by state of Texas and federal regulations. This document highlights the primary points of these regulations and provides additional policies and procedures as they apply to the university.

This policy provides guidelines for all university travel and non-overnight transportation (mileage, parking, and tolls) paid or reimbursed from local (not state-appropriated) funds. They do not apply to travel paid from agency funds (fund 9), though these payments must be supported by appropriate receipts or invoices.

II. POLICY STATEMENT

Travelers paid or reimbursed by local university funds must use those travel vendors that will provide the services required at the lowest possible price. All expenses must be reasonable and necessary for conducting university business during travel, as determined by the traveler's supervisor or unit head, and the travel must benefit the university.

Internal Revenue Service rules and regulations have specific requirements to determine if travel payments are considered to be part of an "accountable plan" and therefore non-taxable to the employee traveler. See [US Treasury Regulations](#), Subchapter A, Sections 1.162-2, 1.212-1, and 1.274-4, which are summarized in [IRS Publication 463, Travel, Entertainment, Gift, and Car Expenses](#). This MAPP constitutes an "accountable plan" by IRS standards and travel payments that are in compliance with this MAPP are considered non-taxable to the employee, unless otherwise indicated.

III. DEFINITIONS

- A. City Pair: Cities between which university travel is undertaken.
- B. Continental United States: The 48 contiguous states of the United States located on the North American continent between Canada and Mexico (excludes Hawaii and Alaska).
- C. Contract Travel Agency: Travel agency under contract to the state of Texas or designated by the University of Houston to provide travel services to state and/or university employees, students and others traveling on university business.
- D. Contract Vendor: For this document, an airline, automobile rental agency, charge card, hotel/motel or travel agency with which the state or university has contracted or designated to provide services.

- E. Concur: Travel Management System that is used for all travel for employees, prospective employees, students, prospective students, university guests, contractors, and regents. Concur has three components which are (1) Travel (booking), (2) Travel Request, and (3) Expense Report. Travelers must complete Travel Requests and Expense Reports in Concur. However, using the Travel component to book travel is optional.
1. Concur Travel Request: The document in Concur that is used to request and authorize official university travel in advance of the trip.
 2. Concur Expense Report: The document in Concur that is used to document all travel expenses and request reimbursement for any out-of-pocket travel expenses after the trip.
- F. Concur Travel: Travel and moving expenses including the following must be processed in Concur as Concur Travel expenses:
- All trips that include airfare, rental car, or hotel/lodging
 - All overnight trips
 - All travel card transactions, including for new employee moving expenses (see [MAPP 02.02.05](#) for guidelines)
 - All trips for UH business, whether UH pays or not
 - All moving expense reimbursements (see [MAPP 02.02.05](#) for guidelines)
- G. Corporate Travel Card: Charge card contracted by the state of Texas that may be used by qualifying university employees to purchase university business-related travel expenses. Corporate Travel Cards are issued in the name of the employee, who is personally financially responsible for all charges.
- H. Days Spent on Business Activities: Includes days in which (1) the principal activity for that day was conducting university business, (2) the traveler was required to be present at a specific date and time for a business meeting, even if most of the day was not spent on business activities, (3) travel days to and from the business destination (not including travel to or from personal destinations or non-business side trips), and/or (4) non-working days, weekends, and holidays that fall between days in which business was conducted.
- Travel days to and from the business destination are considered business days generally for foreign travel. For domestic travel, travelers may claim travel days without business activities as business days only if they provide a sufficient explanation in the Expense Report. For example, travelers may claim a travel day to the business destination if the meeting on the following day starts early in the morning, or they may claim a travel day from the business destination if the conference on the previous day ended late in the evening.
- I. Department Travel Card: Charge card contracted by the state of Texas that may be used to purchase airfare, lodging, rental car, registration fees, and other centrally billed travel expenses for authorized university travel. Department Travel Cards are issued in the name of the department, which maintains possession of the card, and billed to the university. Transactions are charged to the department's local cost center.

- J. Designated Headquarters: The geographic location in which the employee's place of business is located. In most cases, Houston is designated headquarters for University of Houston employees.
- K. Duty Point: The location other than the employee's place of employment to which the employee travels to conduct official university business.
- L. Export Controls and Travel Embargo Form: The form that must be completed for all employee travel outside the United States, which documents the travel destination and any restricted items or information that the employee intends to take on the trip. The form must be attached to the applicable Concur Travel Request.
- M. Foreign Travel: Includes travel to or from all countries outside Canada, Mexico, the United States and U.S. territories and possessions.
- N. Individual Travel Card: Charge card contracted by the state of Texas that may be used to purchase airfare, lodging, rental car, registration fees, meals for the traveler, and other travel-related expenses for authorized university travel. Individual Travel Cards are only issued to university employees. They are issued in the name of the employee, which maintains possession of the card, and billed to the university. Transactions are charged to the department's local cost center.
- O. Local Funds: Funds collected at the university for goods or services, provided by non-state grants or contracts, or provided by donors, as opposed to funds appropriated by the Texas Legislature in the [General Appropriations Act](#).
- P. Lodging: A commercial lodging establishment such as a motel, hotel, inn, apartment, house or similar establishment that provides lodging to the public for pay. 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 on property controlled by that institution ([Texas Government Code, Section 660.002](#)).
- Q. Mileage Report: Form that may be used to record and request reimbursement for local, intercity mileage, parking and tolls. This form is not needed for mileage between the university and a Houston airport or for parking and tolls incurred as part of an out-of-town trip. Two versions of the form are available: one requires the address of departure and destination and the other requires beginning and ending odometer readings. Both versions may be found at the following web address: <http://www.uh.edu/administration-finance/ap-travel/>.
- R. Multiple User Department Travel Card: Charge card contracted by the state of Texas that may be used to purchase airfare, lodging, rental car, registration fees, meals for the traveler and other travel-related expenses for authorized university travel. Multiple User cards are issued in the name of the department, but signed out to travelers without an Individual Travel Card for specific trips. All charges are billed to the university, and the card is returned to the department after the trip. Custodian of the Multiple User Department Travel Card must maintain a log to record distribution/receipt of the card. Transactions are charged to the department's default local cost center.
- S. Official Business: Business required to perform the duties of the university position held, in accordance with the legal responsibilities of the university. Official university business must relate to and benefit teaching, research, and/or community service at the university.

- T. Official Mileage: Mileage based on the shortest practical route between points. For local intercity mileage, parking, and tolls, a mileage report should be completed. Mileage reimbursement for travel should be processed in Concur via an Expense Report.
- U. Official Travel Status: The time period between leaving and returning to designated headquarters for approved official travel.
- V. State-Appropriated Funds: Funds appropriated by the Texas Legislature in the General Appropriations Act, whether held inside or outside the state Treasury. Includes general revenue, special line items, Higher Education Assistance Funds (HEAF), Advanced Research Program/Advanced Technology Program (ARP/ATP) funds, and other funds designated as “state” funds.
- W. State of Texas Comptroller of Public Accounts (CPA): The state of Texas agency with authority and responsibility for regulating procurement and travel for state agencies.
- X. University Guest: An individual who voluntarily and without compensation provides recognition or support to the university in contribution to the university’s mission. This person may be a donor, potential donor, volunteer, or community, government, university or corporate official. It does not include current faculty, staff, or students of the university or persons paid an honorarium or a fee for contracted services.
- IV. ADVANCED APPROVAL OF TRAVEL
- A. All travel that is related to University business, programs, or activities, whether paid by the University or not, must be approved in advance (i.e., prior to departure) for all travelers by all of the required approvers on a Travel Request in Concur.
- B. Concur Travel Request requires the following information:
1. Document ID: Contains traveler’s Last Name, First Name Initial, Destination, and First Date of Travel (MMDDYY)
 2. Primary Purpose of Travel: Travel purpose
 3. Traveler Type: Classification of traveler
 4. Travel Type: Type of travel which is used to determine accounts for travel expenses
 5. Travel Start Date/End Date
 6. Purpose/Benefit: Trip purpose and university benefit
 7. Number of Personal Days: Indicate any travel days spent primarily on non-business Travelers may not be reimbursed for travel expenses that occur on days spent primarily on non-business activity, except for allowable transportation expenses to return home (travel primarily for business only).
 8. Foreign Travel for Employee/Prospective Employee: Indicate if this is employee or prospective employee travel to or from all countries outside Canada, Mexico, the United States and U.S. territories and possessions.
 9. Is a state fund cost center used on this trip? Indicate if this is a state funded trip.
 10. Destination City/Cities: List all destination cities.

11. Cost Center and Grant Type: Enter the cost center information.
 12. Will any travel cost be paid by a non-UH third party? If any travel cost is paid by a non-UH third party, indicate the third party name, and if 100% of the cost was paid by the third party. Then indicate if the traveler is an investigator on a Public Health Service (PHS) grant, and/or his/her salary is paid from a PHS grant. If so, Concur will automatically notify the Division of Research (DOR) to ensure compliance with federal requirements. For a partial cost coverage by the third party and the traveler is funded/paid by PHS, attach the third party letter (if available) indicating the amount/percentage covered.
 13. Estimated amount of travel expenses to be paid or reimbursed by the university.
 14. Attach conference announcement or brochure.
 15. Concur Travel Request is approved by the following individuals:
 - a. Traveler
Concur requires the traveler (employee) or delegate of the traveler (non-employee) to submit the Travel Request.
 - b. Supervisor or Unit Head
Concur requires supervisor (or delegate) of the employee traveler and the unit head (or delegate) of the non-employee traveler to approve the Travel Request.
 - c. Certifying Signatory
Certifying signatory of the cost center shown on the Travel Request header is required to approve the Travel Request.
 - d. Vice President
Travel to or from foreign countries other than Canada, Mexico, or Puerto Rico and other US possessions must be approved by the appropriate Vice President (or delegate).
 - e. Chancellor
Travel to or from foreign countries other than Canada, Mexico, or Puerto Rico and other US possessions must be approved by the Chancellor (or delegate). The traveler is not authorized to begin the foreign trip until the Chancellor (or delegate) has approved the Travel Request.
- C. For foreign travel, the employee traveler must submit a specific statement for the appropriate vice president's approval prior to the trip, which describes the need for the trip and the benefit or expected benefit for the university. This statement must be attached to the applicable Concur Travel Request. Following the trip, the employee traveler must submit an agenda to the appropriate vice president, as well as a trip report that describes the activities and meetings including those attending, and how the trip was beneficial for the university. Conference programs or other documentation are to be provided in support of the statement. In a similar manner, senior administrators who report directly to the president shall provide a detailed statement and agenda for foreign travel. The agenda and supporting documents must be attached to the applicable Concur Expense Report.
- D. Non-overnight mileage, parking, tolls, or other transportation expenses within the Houston metropolitan area that are paid with local funds do not require advanced

approval on a Travel Request. These reimbursements should be processed on a purchase voucher.

V. EXPORT CONTROLS AND EMBARGO RESTRICTIONS

- A. All employees who travel to destinations outside the United States must complete the Export Controls and Travel Embargo Form and receive approval from the Office of Contracts and Grants, if required, before leaving on the trip. This requirement applies to all employee business travel outside the United States, regardless of the source of funds used to pay for the trip or whether the University pays for any of the trip expenses. The Export Controls and Travel Embargo Form is located at: <http://www.uh.edu/research/resources/dor-forms/export-control>.
- B. The completed Export Controls and Travel Embargo Form must be attached to the Concur Travel Request, as the Travel Request is routed for approval, and must be uploaded as supporting documentation to any University-paid or reimbursed travel expense via the Concur Expense Report for employee business travel outside the United States.
- C. Employees are advised to complete the Export Controls and Travel Embargo Form as early as possible to allow adequate time for the Office of Contracts and Grants to request a license from the responsible federal agency, if required. Most travel outside the U.S. will not require a license, but if a license is required, it could take up to six months to process by the federal agency.

VI. USE OF CONTRACTED TRAVEL VENDORS

A. Types of Contracted Services

To provide timely and efficient travel services and generate cost savings to state agencies, the state of Texas contracts with travel vendors. Official university travel paid or reimbursed from local funds is not required to utilize state contracted vendors. However, contracted vendors are available and may be used for the following services, if the traveler determines it is in the university's best interest:

1. Travel charge cards.
2. Travel agencies.
3. Airfare.
4. Hotels.
5. Rental cars.

- B. Names and rates of current state-contracted travel vendors are available at: <https://comptroller.texas.gov/purchasing/>. State-contracted airfare may only be obtained by using the state-issued Corporate Travel Card, Department Travel Card, Individual Travel Card, or Multiple User Department Travel Card. State-contracted rates for lodging and rental car may be obtained with or without state-issued credit cards. State-contracted rates are not available to contractors paid a fee for services.
- C. 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.

If a foreign-flag air carrier is paid with Federal funds, the Fly America Act Waiver Checklist must be completed to document the exception to the Fly America Act. The Waiver Checklist is located at: <http://www.uh.edu/research/resources/dor-forms/post-award-forms/DOR.OCG.F.04%20Fly%20America%20Act%20Waiver%20Checklist.docx>. The Waiver Checklist must be uploaded as supporting documentation to the Concur Expense Report.

VII. STATE HOTEL OCCUPANCY TAXES FOR LODGING IN TEXAS

A. Claiming Exemption

University employees are exempt from the state portion of hotel occupancy taxes when traveling on official university business in Texas. The following procedure should be used to claim exemption from those taxes:

1. The employee should present a Texas Hotel Occupancy Tax Exemption Certificate to the Texas hotel or motel at the time of check-in. The Certificate may be downloaded at: <http://www.uh.edu/administration-finance/ap-travel/>.
2. Employees should verify that they are not charged for the state portion of hotel occupancy taxes (6 percent tax) at the time of checkout.

B. Claiming Reimbursement

1. If the employee failed to provide the Exemption Certificate or if the certificate was not honored by the hotel, the employee can be reimbursed for the state hotel occupancy tax without explanation. Note that federal grants or contracts may not permit reimbursement of the state hotel occupancy tax when the traveler should have been exempt from paying it.
2. If the hotel refused to honor the Exemption Certificate, the traveler should report this to AP Travel, who will notify the Comptroller's Office.

VIII. TRAVEL ARRANGEMENTS

A. All travel arrangements should be made to minimize travel costs, while fulfilling the objective of the university travel.

B. Airfare must be purchased at the lowest price available (i.e., economy/coach class). The university will not pay for any upgrades or additional fees. 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 that there is no additional cost for the upgrade.

IX. TRAVEL REIMBURSEMENTS

A. All travel reimbursements are processed through Concur.

B. A Concur Expense Report must be submitted to request a reimbursement for all traveler.

C. Travel reimbursements for university guests and contractors

Travel reimbursements for university guests and contractors must be in accordance with the agreement/contract and supported with itemized receipts. The expense must not be lavish or extravagant.

D. Deadline for Submission of Travel Reimbursements

1. Travelers must submit their request for reimbursement, including required documentation, to the department business office no later than 60 days after travel is completed. Request for reimbursement submitted after 60 days may not be forwarded to Accounts Payable unless approved by the appropriate division vice president.
 2. Requests for non-overnight transportation reimbursement (local funds only) must be submitted to the department business office no more than one calendar year after the date of the first non-overnight transportation expense incurred. Note that non-overnight transportation expenses are not considered a travel expense and should be processed on a regular non-travel voucher.
 3. In accordance with Internal Revenue Service accountable plan requirements, as described in [IRS Publication 463](#), all reimbursements requests submitted to the department business office after the above deadlines will be treated as taxable income to the payee. These Expense Reports must be routed in workflow through the Tax Department and must include a completed Taxable Payments or Reimbursements to Employees form (Exhibit B, [SAM 03.D.06](#)). On the form, "Other Taxable Wage Benefits" (Payroll Earnings Code 443) should be indicated, but the Expense Report should contain the appropriate accounts that describe the expense (not account 54814, Other Taxable Wage Benefits).
 4. The department should make every effort to submit vouchers for employee, prospective employee, and student travel reimbursements to Accounts Payable as soon as possible but no later than 15 days following receipt of all required documentation from the traveler.
- E. Non-Overnight Meals
1. Employees
Meal expenses incurred by employees during non-overnight travel are not reimbursable due to the Internal Revenue Service requirement that these reimbursements be considered a taxable fringe benefit.
 2. Prospective Employees, Students, and University Guests
Meal expenses incurred by prospective employees, students, and university guests (non-employees) during non-overnight travel may be reimbursed based on itemized receipts. Such expenses should not be lavish or extravagant in view of the circumstances.
- F. Overnight Meals and Lodging
- Overnight meals and lodging for university guests and contractors must be in accordance with the agreement/contract and supported with itemized receipts. The expenses must not be lavish or extravagant.
- The following restrictions apply to all travelers other than university guests and contractors:
1. Overnight Travel to Texas Destinations
Actual meal and lodging expenses combined shall not exceed the published amount on the [UH Travel website](#) for the period, excluding hotel occupancy tax. All lodging expenses must be supported by itemized receipts. Meal expenses that exceed the federal travel regulation meal per diem (M&IE) for the travel

destination must be supported by itemized receipts. Within the above limits, travelers may only be reimbursed up to the amount actually expended.

2. Overnight Travel to Destinations Outside of Texas but within the Continental United States (Lower 48 States)

Actual meal and lodging expenses shall not exceed the published amount on the [UH Travel website](#) for the period, excluding hotel occupancy tax. All lodging expenses must be supported by itemized receipts. Meal expenses that exceed the federal travel regulation meal per diem (M&IE) for the travel destination must be supported by itemized receipts. Within the above limits, travelers may only be reimbursed up to the amount actually expended.

3. Overnight Travel to Destinations Outside of the Continental United States (Lower 48 States)

Actual meal and lodging expenses shall not exceed the higher amount of the published amount on the [UH Travel website](#) for the period, or the amount listed in the federal travel rates indicated for the travel destination (see U.S. General Services Administration web site at <https://www.gsa.gov/travel/plan-book/per-diem-rates>). All lodging expenses must be supported by itemized receipts. Meal expenses that exceed the federal travel regulation meal per diem (M&IE) for the travel destination must be supported by itemized receipts. Within the above limits, travelers may only be reimbursed up to the amount actually expended.

4. Workshops, Conferences, Conventions and Training

- a. The amount for lodging at a workshop/conference/convention/training hotel is allowed if the specific location with the published rate was provided by the organization offering the workshop/conference/convention/training. Document with the published rate must be uploaded to the Concur expense report for reimbursement or travel card transaction.
- b. Actual meals up to the federal travel regulation meal per diem (M&IE) for the travel destination are allowed if the conference hotel rate is used. Within the above limits, travelers may only be reimbursed up to the amount actually expended.
- c. The above expenses must be approved by Department Chair, Director, Associate Dean, Dean, Assistant/Associate Vice President, Vice President, President, or Chancellor.

G. Alcoholic Beverages

1. Alcoholic beverages, if allowed by the department, cannot be purchased during normal business hours by employees.
2. Expenditures for alcoholic beverages must be itemized and charged to account 53113, whether part of a travel meal or business meal. However, the cost of alcoholic beverages will be added to the cost of travel meals or business meals in determining whether the per diem or business meal maximum cost was exceeded.
3. Alcoholic beverages cannot be charged to tuition, sponsored project, federal indirect cost, or Athletic cost centers.

H. Business meals while Employee Traveling

1. Business meal expenses incurred during employee travel may be paid or reimbursed on a local Expense Report. Employees must present a copy of the university's Texas Sales and Use Tax Exemption Certificate when they pay for the business meals with the university credit cards or vouchers (see MAPPs [04.01.03](#), [04.01.11](#), and [04.02.05](#)). If employees pay for the meals out-of-pocket and request reimbursements, the certificate should not be presented, and the full amount of sales tax may be reimbursed. Meals for a group of employee travelers are not considered business meals. Each employee should pay for the meal and record the expense in the Concur Expense Report.
2. Business meals, including beverages, tax, and gratuity, shall not exceed \$100 per person. No exceptions will be made.
3. See [MAPP 05.02.02](#), Official Functions and Discretionary Expenditures, for required documentation, approvals, and fund restrictions.

I. Mileage

1. Local/Intercity Mileage

The Mileage Report can be completed with addresses or odometer readings and is located at the following web address: <http://www.uh.edu/administration-finance/ap-travel/>. Local/intercity parking and tolls can be documented on the Mileage Report as well for reimbursement.

The current state mileage reimbursement rate for travel can be obtained at: <https://fmx.cpa.texas.gov/fmx/travel/texttravel/rates/current.php>. Employees may calculate the number of miles by using a vehicle odometer reading or a mapping service web site (e.g., [Mapquest](#)).

2. Mileage While Traveling

Mileage reimbursement for travel should be processed in Concur via an Expense Report. Concur is tooled with a mileage calculator, and automatically computes the mileage based on the locations entered in the Concur Expense Report, if the traveler is reimbursed with the mileage rate set by IRS/Comptroller's Office. However, the mileage calculator is not available if the travel is reimbursed with the mileage rate less than the set rate. In such case, the traveler should use a vehicle odometer reading or mapping service website (e.g., [Mapquest](#)) to determine the mileage, and upload the document showing the distance driven to the Expense Report.

J. Registration Fees

Registration fees can be paid directly to sponsoring organizations in advance by Voucher, by one of the various Travel Cards, P-Card, or reimbursed to the traveler. The traveler may be reimbursed for registration fees after the trip on a Concur Expense Report, along with other travel expenses. Proof of payment (i.e., receipt, cancelled check, credit card statement) must be provided for reimbursement of registration fees.

If registration fees are reimbursed prior to a conference and the traveler does not attend, the traveler must repay the university the same amount refunded by the conference. The traveler should notify the conference and the department of the trip cancellation as early as possible. Repayments to the university should be made immediately following receipt of a conference refund, if applicable.

K. Incidental Expenses

Incidental expenses must be itemized on the Travel Expense Report. Receipts are not required for incidental expenses unless an individual expense exceeds \$75.00. However, travelers should always ask for a receipt for incidental expenses and provide it as documentation with the Travel Expense Report when provided by the vendor.

Reimbursable incidental expenses on local funds include:

1. Hotel occupancy taxes for lodging within the United States. Taxes will only be reimbursed in proportion to the lodging expense reimbursement. Hotel occupancy taxes are considered part of the lodging expense (not an incidental expense) for lodging outside the United States.
2. Telephone calls (only related to university business).
3. Gasoline charges when rented or university-owned or university-leased motor vehicles are used.
4. Toll charges.
5. Repair charges when a university-owned motor vehicle is used.
6. Copying charges.
7. Passport or visa charges, departure taxes, and inoculations for foreign travel.
8. Postage.
9. Notary fees.
10. Charges to exchange U.S. currency for foreign currency and vice versa. The exchange rate used for conversion of monies must be stated.
11. Travelers check charges.
12. Mandatory charges by a commercial lodging establishment other than the room rate.
13. Books or documents purchased for and while attending a seminar or conference.
14. Tips for baggage handling or other services where it is customary to tip. Discretion must be used to ensure tips are given only in appropriate circumstances and for appropriate amounts, not to exceed 20% of the amount charged. However, if meals are reimbursed by M&IE per diem, tips for baggage handling may not be reimbursed separately, since M&IE per diem already includes an allowance for baggage handling tips.
15. Facsimile charges.
16. Parking.
17. Laundry and dry cleaning expenses incurred during travel for a trip lasting longer than six days.

L. Non-reimbursable travel expenses include, but are not limited to:

1. Movies (in a hotel or theater), sporting events, concerts, and plays. See [MAPP 05.02.02](#).
2. Expenses involving only the consumption of alcoholic beverages (i.e., without food).
3. Any expense not relating to official university business.
4. The portion of any expense considered lavish, extravagant, or unnecessary to accomplish university business in view of the circumstances.
5. Expenses attributable to other employees or travelers (e.g., meals, lodging, airfare, etc.). However, rental cars and taxi fares may be reimbursed to one employee, though more than one employee uses the same rental car or taxi. Any exceptions to this restriction must be clearly documented and an explanation provided as to why it was necessary to pay for someone else's expenses.
6. Lodging expenses incurred at a place that is not a commercial lodging establishment.
7. Expenses that are not incurred or paid by the traveler, such as complimentary airfare, complimentary meals, and free night of lodging.

M. Accounting for third-party travel reimbursements to students and employees

If a student or employee is reimbursed for travel expenses by a third party (e.g., host of a conference), they must deposit the reimbursement check (or personal check made payable to university for the same amount) into the appropriate university cost center and account immediately upon receipt using a Journal Entry.

- N. Those employees with university travel expenses that exceed \$10,000 in the prior fiscal year will be subject to an automatic audit of travel made during the current fiscal year. In addition, vice presidents and deans will be subject to an automatic audit of travel regardless of their travel amounts.

X. COMBINING BUSINESS AND PERSONAL TRAVEL

Travelers who combine business and personal travel must adhere to the following requirements, which are based on [US Treasury Regulations](#), Subchapter A, Sections 1.162-2, 1.212-1, and 1.274-4 and described in [IRS Publication 463](#).

A. Travel in the United States (all 50 states and the District of Columbia)

1. Travel Primarily for Business in the US – Defined as travel when the number of “days spent on business activities” (see above definition) exceeds the number of days spent on personal activities. Also, the nature of the business activities must be documented to show they directly benefit the university.
 - a. If the traveler's actual airfare includes a personal destination, the traveler must provide a lowest priced airfare quote that only includes business destinations. The traveler will be reimbursed the lesser of the actual airfare, which includes the personal destination, and the quote, which only includes business destinations. Airfare that includes personal destinations may not be directly charged to the university on a Voucher or Travel Card.

- b. All meals, lodging, and other travel expenses incurred on personal days will not be reimbursed to the traveler and may not be directly charged to the university on a Voucher or Travel Card.
 - c. Any additional expenses incurred (additional hotel room charge, additional baggage fees, etc.) because a family member is traveling with the university employee for personal reasons may not be charged to the university or reimbursed to the employee.
2. Travel Primarily for Personal Reasons in the US – 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.

B. Travel Outside the United States

1. Prior to the trip, the traveler must submit to the appropriate vice-president/president (for direct reports) a specific statement which describes the need for the trip and the expected benefit for the university. Approved Travel Considered to be Entirely for Business Outside the US – All approved university employee business travel outside the US that includes some personal travel days is “considered to be entirely for business” because the employee is considered to have “no substantial control” over making the trip. The only exception is the President’s (managing executive) travel outside the US. A managing executive is an employee who has the authority and responsibility, without being subject to the veto of another, to decide on the need for the business travel.

Transportation costs to/from the business destination may be paid/reimbursed 100%, not including personal destinations or side trips. Other travel expenses, such as meals, lodging, and local transportation, will be reimbursed only if they are incurred on “days spent on business activities.” The appropriate vice-president/president has the ultimate responsibility for determining the extent of reimbursement for the transportation costs and other travel expenses. Expenses for days spent on personal activities will not be reimbursed.

- a. If the traveler’s actual airfare includes a personal destination, the traveler must provide a lowest priced airfare quote that only includes business destinations. The traveler will be reimbursed the lesser of the actual airfare, which includes the personal destination, and the quote, which only includes business destinations. Airfare that includes personal destinations may not be directly charged to the university on a Voucher or Travel Card.
- b. All meals, lodging, and other travel expenses incurred on personal days will not be reimbursed to the traveler and may not be directly charged to the university on a Voucher or Travel Card.
- c. Any additional expenses incurred (additional hotel room charge, additional baggage fees, etc.) because a family member is traveling with the university employee for personal reasons may not be charged to the

university or reimbursed to the employee.

2. The President's travel outside the US that is greater than seven (7) days is not automatically "considered to be entirely for business" because the President is a "managing executive" and is considered to have substantial control over making business trips. Therefore, the President must substantiate that travel outside the US is "considered to be entirely for business" or "primarily for business" when personal travel is combined with business travel ([IRS Publication 463](#)).
- C. Departments and travelers should contact Accounts Payable prior to making travel arrangements for trips that combine both business and personal travel if they have questions about compliance with this policy.

XI. COMPLETING THE CONCUR EXPENSE REPORT

- A. The Concur Expense Report should document all trip-related expenses, whether direct-billed to the university or reimbursed to the traveler, as well as any travel advances, third-party reimbursements, or disallowed travel expenses.

The following information is required in the Report Header of the Concur Expense Report:

1. Document ID: Contains traveler's Last Name, First Name Initial, Destination, and First Date of Travel (MMDDYY)
2. Traveler Type: Classification of traveler
3. Travel Type: Type of travel which is used to determine accounts for travel expenses
4. Primary Purpose of Travel: Travel purpose
5. Cost Center and Grant Type: Enter the cost center information.
6. Traveler is BOTH a non-employee and a foreign national: If this is "yes", the Expense Report will be routed to UH Tax.
7. All receipts submitted within 60 days after trip or moving expense: If this is "yes", the Expense Report will be routed to UH Tax.
8. Is this for Department Travel Card charges?
9. 4 Digits for Department Travel Card (Department Travel Card only)
10. Traveler's Travel Request ID (Department Travel Card only)
11. Travel Start and End Date
12. Number of Personal Days

- B. Travel Expense Report Documentation

The following documentation, if applicable, must be attached to the Concur Expense Report:

1. Receipts for:

- a. Traveler-paid airfare (airline ticket stub, unless “ticketless” travel; travel agent’s or airline’s invoice/itinerary).
 - b. Traveler-paid rental car (itemized receipt).
 - c. Traveler-paid hotel (itemized receipt). Lodging receipts should include the following information: (a) name and location of hotel, (b) dates lodged, and (c) separate amounts for charges such as lodging, hotel occupancy taxes, meals, and telephone calls. For purposes of assigning the correct account, lodging expenses do not include hotel occupancy taxes or telephone calls, which are considered incidental expenses.
 - d. Traveler-paid meal expense (itemized receipt), if the meal expense exceeds the federal travel regulation meal per diem for the travel destination.
 - e. Incidental expense transactions that exceed \$75.00 (itemized receipt).
2. Receipts in a foreign currency will be converted to U.S. dollars and the exchange rate will be displayed in Concur.
 3. Registration confirmation or receipt.
 4. Daily itinerary of research or meetings attended, or program of conference attended that support the business purpose of each day of the trip (for non-foreign travel); Or copy of agenda and trip report submitted to the appropriate vice president or president, as described in Section IV.C (for foreign travel).
 5. Concur Expense Report must be linked to the corresponding Travel Request.
 6. Reference to the Concur Expense Report used to pay some of the travel expenses on a state cost center, if applicable.
 7. A separate Concur Expense Report should be processed for travel expenses charged to the university department travel cards. All receipts, invoices, or itineraries for purchases direct-billed to the university, which are associated with the purchases, should be attached to the Expense Report.

XII. DIRECT-BILLED TRAVEL PAYMENTS

Travel expenses may be charged directly to a Department, Multiple User, or Individual Travel Card. See the [Travel Card MAPP](#) for additional information about and requirements for using travel cards.

A Concur Expense Report must be processed for recording travel expenses charged to the university centrally billed travel cards.

XIII. TRAVEL ADVANCES

- A. Travel advances are only allowed for group travel and individual foreign travel and they are paid and cleared on local department cost centers. Travel advances may only be issued to Travel Advance eligible employees. Employees must complete and submit the

Concur Supplemental Form for Employee Access Updates (<http://www.uh.edu/finance/pages/forms.htm>) to become Travel Advance eligible.

- B. Travel Advances are requested in the Concur Travel Requests. Travel Advance requests must be submitted to Accounts Payable no later than 10 working days prior to the travel.
- C. An employee may not receive a travel advance until all previous travel advances have been accounted for.
- D. Travel advance payments are direct-deposited into the employee's bank account no more than 30 days before the trip.
- E. Accounting for Advances
 - 1. Each trip must be reported and accounted for individually. A Concur Expense Report, linked to the appropriate Travel Request with the Travel Advance, must be submitted to Accounts Payable along with the receipts.
 - 2. If expenses were less than the amount advanced, both the travel expenses and the remaining travel advance must be entered in the Concur Expense Report. The remaining travel advance must be recorded as Cash Advance Return in Concur. Concur will generate journal entries for travel expenses and a receivable entry (account 12306) for the remaining Cash Advance. The traveler must issue a check payable to the University of Houston for the excess amount. The department is required to create a Journal Entry recording the traveler's cash deposit and process the deposit within 5 working days after the Expense Report is submitted to Accounts Payable.
 - 3. If expenses equaled the amount advanced, the travel expenses must be entered in the Concur Expense Report. Concur will automatically subtract the travel advance amount from the travel expense amount, and create a journal entry to post the expenses.
 - 4. If expenses were greater than the amount advanced, the travel expenses must be entered in the Concur Expense Report. Concur will automatically subtract the travel advance amount from the travel expense amount and generate a voucher to issue a reimbursement for the excess amount.
- D. Non-Compliance
 - 1. Travel Advances (account 12305) and Travel/Cash Advance Return (account 12306) must be reconciled monthly by the originating departments.
 - 2. If any advance is not cleared within 120 days after returning from the trip, the department will report the advance to Payroll as compensation to the employee using [Exhibit B, Taxable Payments or Reimbursements to Employees](#), from [SAM 03.D.06](#). The traveler will remain responsible for repayment of the advance and will be ineligible for subsequent travel advances until the prior advance is repaid or cleared.

XIV. TRAVEL-RELATED INSURANCE

- A. Travel must be approved in advance to ensure travelers are covered under the university workers' compensation insurance and to provide legal protection as they perform official duties.

- B. In addition, the state travel card vendor provides travel insurance when the airfare is charged to the Department Travel Card (state and local), Individual Travel Card, Multiple-User Travel Card or to the traveler's individual corporate travel card.
- C. State-contracted rental cars include liability insurance and the collision damage waiver in the contracted price. However, they are not generally included in the price of non-contracted rental cars. Therefore, travelers should purchase liability insurance, unless covered by their own car insurance, and the collision damage waiver for non-contracted rental cars.
- D. A Travel Request is not required for insurance purposes when travel is limited to the Houston area (i.e., for intercity mileage). However, it should be evident that the employee was driving to or from a university-related meeting.

XV. USING STATE RULES FOR LOCAL-FUNDED TRAVEL

If a grant or contract requires the university to follow state travel rules, all travel arrangements and reimbursements must be completed according to the rules outlined in [MAPP 04.02.01A](#) and in the Comptroller's [Textravel](#) (state travel laws and rules provided by the Texas State Comptroller to state agencies and institutions of higher education). The Travel Request and Concur Expense Report used for reimbursement should contain the statement, "state travel rules must be followed" (or a similar statement).

XVI. REVIEW AND RESPONSIBILITIES

Responsible Party: Senior Associate Vice President for Finance

Review: Every five years

XVII. APPROVALS

Jim McShan
Senior Vice President for Administration and Finance

Renu Khator
President

Date of President's Approval: 11/22/19

XVIII. REFERENCES

State of Texas Travel Rules and Regulations
System Administrative Memoranda (SAM) [01.C.05](#) and [03.A.03](#)
MAPPs [04.02.01A](#) and [04.02.01C](#)
[MAPP 05.02.01](#)