The University of Texas of the Permian Basin Travel Policy

TRAVEL

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Travel

The University of Texas of the Permian Basin follows the basic State of Texas travel policies as laid out in the document periodically published by the State of Texas Comptroller of Public accounts. This document is currently called **Textravel** (see references)**.**

Documentation requirements, including the requirements for receipts, travel cost allowances, and related information are provided in detail in that document and in the **Hints** section below. MapQuest (see references) is used to determine allowable city to city mileage reimbursements. **Textravel** requires agencies to use the **General Services Administration (GSA)'s federal travel rates** to determine the maximum meals and lodging reimbursement rates for both in-state and out-of-state travel.

Institutional (Local) Funds Exception

Universities are permitted to expend institutional funds (NON Educational and General Funds, e.g., designated tuition, grants, auxiliary funds) with different restrictions than appropriated funds. The University of Texas of the Permian Basin exercises this flexibility by adopting travel expenditure limitations for meals and lodging for in-state travel paid with institutional (local) funds (non-14-accounts, such as -19-, -26-, -29-), which are 115% of the appropriated funds Textravel limitations, rounded up to the next dollar.

Whenever appropriated, Educational and General Funds (-14-) are used, the local funds exceptions **do not** apply and State contracts and the Textravel rules **must** be followed exactly.

Travel Policy Administration

Travel policy at the University of Texas of the Permian Basin is administered by the Office of Financial Services. Email Travel@utpb.edu with questions or concerns.

Advance Approval of Travel

All out-of-area travel **(regardless of source of funds and even when paid by non-University sources)** must be approved in advance by the traveler's supervisor **and** the Divisional Vice President or his designee. Documentation of the business purpose of the trip should be clearly defined and specific, not stated in broad generalities. For example, "attend meeting" is not adequate; "attend meeting of UT TeleCampus new instructors for training on Web instructional delivery" is adequate. The business purpose must be related to the mission and purpose of the University.

All in-area travel, e.g., development officer local travel to contact donors, should be approved in advance by the traveler's supervisor. A monthly advance approval may be submitted for local travel that is primarily related to mileage. Also see the UTPB Entertainment Policy for other approvals.

The travel authorization document (VE5) must receive final departmental approval and be forwarded electronically to the Divisional VP's Office at least seven (7) work days in advance of any non-emergency travel to insure approval before the trip. In order to reduce travel costs, approval should be obtained and travel booked at least three weeks in advance, whenever possible. Travel documents that are not approved will be returned to the originator. It is the traveler's responsibility to confirm approval of the travel before the trip. Early submission of travel approval documents is essential to assure best pricing. Department administrative assistants should follow up on approvals in a timely manner. Denied (or changed) approvals of travel documents should be communicated back through the chain of approval to the traveler and the administrative assistant as soon as possible, preferably in writing or via email.

Emergency travel includes only travel that is required by a non-UTPB entity with less than seven (7) work days advance notice.

Reimbursement may be denied to the traveler for trips that are not approved in advance by Financial Services through the VE5 process.

If you owe UTPB money for overpaid travel reimbursements or for other purposes, such as past due tuition, parking tickets, travel advances, emergency loans, book loans, personal use loans, etc., no future travel will be approved until the money owed to UTPB is paid or until payment arrangements are made (and adhered to) with the Office of Financial Services.

Final Approval of Travel Reimbursements

Final approval of travel reimbursements requires the signatures of the traveler, the supervisor, and the budget head. Copies of all supporting documentation must be attached to the Travel Expense Report ("TER"). The TER must be created in the DEFINE system using document type VP5. The TER **must** be submitted no later than thirty days after the conclusion of the travel. If not submitted within the deadline, reimbursement may be denied. Travel that occurs near the end of the Fiscal Year must be processed as soon as possible so that the travel is charged to the correct fiscal year. The fiscal year closes on August 31; travel near that date **must** be processed immediately,

In State MaximumTravel Rates Summary Table

Expense Type	State Funds*	Local Funds**
Mileage	-Mileage per MapQuest Reimbursement per mile from IRS Standard Mileage Rates[1]	Same Rate
Hotel/Lodging (exclusive of occupancy taxes)	See GSA portal[2]	115% of GSA
Meals – full day-location specific	* See GSA portal[2]	115% of GSA
Partial Day Meal %	GSA Portal [3]	Same %

- 1 IRS changes rates at least annually. For 2013, the rate is 56.5 cents per mile. Updates can be found at http://www.irs.gov/newsroom/article/0,,id=250882,00.html. UTPB will send an email to all department heads when the IRS announces rate change(s).
- [2]**General Services Administration (GSA)'s federal travel rates** to determine the maximum meals and lodging reimbursement rates for both in-state and out-of-state travel. http://www.gsa.gov/portal/category/100120
- [3] Once Total per diem meal allowance maximum is found at the GSA site above (note 2), go to http://www.gsa.gov/portal/content/101518 to find the breakdown for partial days.

Texas Mileage Guide Exceptions

The University of Texas of the Permian Basin uses MapQuest or Google Maps for calculating reimbursable automobile mileage for city to city travel. In the event there are differences between that mileage guide and the employee's car odometer readings, the employee may submit the specific beginning and ending odometer mileage readings **and** an explanation of the difference that indicates how the difference may be explained in regard to the official state business purposes of the trip.

For example, a detour from the most efficient travel route necessitated by specific road construction details would be an acceptable explanation for increased reimbursement. Increased mileage for sightseeing, visiting a historic site or a special restaurant for personal benefit, or similar reasons would **not** be an acceptable explanation for increased reimbursable mileage.

Sales and Use Taxes

This section applies only to sales and use taxes assessed under Texas law. Questions about sales and use taxes (or similar taxes) assessed under the laws of other states or jurisdictions must be directed to the governmental entities that have administrative responsibility over those taxes.

A state employee must pay the sales and use tax on a taxable item that the employee purchases while traveling on official state business if the item is for personal use. The mere fact that the employee purchases the item while traveling on official state business does not convert the item from taxable to non-taxable. This principle applies even if the item is reimbursable by the state. Meal expenses and parking fees are examples of reimbursable items for which the sales and use tax must be paid.

A traveler must provide a Texas State Occupancy Tax Exemption Certificate at Texas lodging establishments in order to be exempt from state lodging taxes. Generally, Texas State Occupancy Tax will not be reimbursed (see Hotels sections below). (However, subject to certain limits, county or municipal lodging taxes are reimbursable. **Texas Tax Code Sections 156.103(c)**, **352.007(d)**, **351.006(d)**) Out-of-state Occupancy Taxes will be reimbursed (**Texas Government Code Section 660.116(a**)

An item that a state employee purchases, leases, or rents for state use is not subject to sales and use tax if the employee properly issues an exemption certificate to the seller of the item. Car rentals made through rental companies on state contract are automatically tax exempt. Computers, cameras, film, equipment, and books are examples of items on which the sales and use tax is not due when used by the state. Purchases using the State of Texas Purchasing Card/Procurement Card (when they are for a valid State business purpose) should not be charged sales tax; employees must receive credit from the company where the purchase was made or reimburse the University if they pay sales tax on a Purchasing Card/Procurement Card purchase.

Meal Expenses, Tips, and Gratuities

Textravel says that a “MEAL EXPENSE includes a tax that is based on the cost of a meal. The term does not include a tip, a gratuity, or a mandatory service charge paid or imposed in conjunction with a meal.” Definitions (W.) says that a “GRATUITY means something given voluntarily or beyond obligation, usually in response to or in anticipation of a service.”

This language implies that tips and gratuities are **NOT** reimbursable under the Textravel. Using the Institutional (Local) Funds Exception, meal expenses will be reimbursed up to the maximum allowable amounts including the cost of the meal, taxes, and gratuities, when the reimbursement is from Local Funds. Gratuities may not be charged to State Funded accounts.

Limitations on Travel Reimbursements

The University places limits on reimbursement for travel when the employee uses his/her own car as outlined below at “Travel Using Personal Vehicles”.

Supervisors at any level in the supervisory line may limit travel reimbursements to a fixed or maximum amount for all or part of a specific trip. For example, transportation reimbursement may be limited to an amount not-to-exceed the lowest available coach airfare between two travel points, or the state contract airfare between two cities, etc. Limits may not be exceeded unless the limit is changed and approved through an authorized approval process. Such departmental limits should be set in advance of the travel and preferably at the time of the initial presentation of the request for approval of the travel.

Internal Revenue Service (“IRS”) regulations make it clear that employees are responsible for the costs of their daily commute from home to work – and that any reimbursement that can be considered as covering a portion of that daily commute is to be reported as taxable income. In order to avoid this outcome, the University limits reimbursement for approved employee travel to and from the Midland International Airport (for either air transportation or to rent a car) as follows:

- Mileage to and from the airport for which an employee will be reimbursed MUST be reduced by the mileage associated with that individual employee’s IRS defined “daily commute” to and from campus. Examples follow:
    - Employee A lives 7 miles from campus and 10 miles from MAF Airport. For a trip to the airport for either air or rental vehicle transportation purposes, reimbursement is limited to 6 miles – that is 20 miles round trip to airport less 14 miles round trip “daily commute”.
    - Employee B lives 10 miles from campus and 7 miles from MAF airport. Employee B is not eligible for ANY mileage reimbursement on trips to the airport for either air or rental vehicle transportation purposes since their “daily commute” of 20 miles exceeds the airport round trip of 14 miles.
- Reimbursement payments will consider instances when the employee travels to campus first and then to the airport – in which case the calculation of mileage in excess of “daily commute” will be impacted. However, employees must be able to demonstrate the business purpose for all of the miles driven that day, especially if a pattern on travel days is observed over time.

Receipt Requirements

Receipt requirements vary by the type of expense. Receipt dates must be consistent with the dates of travel. Lodging, airfare, rental vehicle, and gasoline purchases **always** require receipts UTPB policy).

While meal expenses generally do not require receipts, meal reimbursements **are not** authorized on a per diem or flat amount basis, but **must be for actually incurred expenses**. Travelers are encouraged to provide meal receipts and travelers **may be required** to submit receipts when a pattern of reimbursement requests at 100% of the maximum daily rate is observed. A supervisor may determine that some or all departmental employees will always be required to provide receipts within the supervisor's department(s). When a meal reimbursement request is for more than one person's meal, both an **Official Occasion Expense Form and a receipt are required.**

Meal receipts **are** required when the meal reimbursement request exceeds the allowable maximum for the meal. Such over-the-allowable-maximum reimbursement requests will **rarely** be approved, must be fully explained, and must be approved by the Division Vice President in addition to the normal supervisor/budget head approvals.

Whenever meal receipts are required, the receipts submitted **must** include the itemized restaurant detail of what was purchased for the meal. A summary charge receipt (i.e. showing only total charges before gratuity) is **not** acceptable.
A ***state agency may not*** reimburse a state employee for the purchase of an alcoholic beverage unless the employee is a peace officer who purchased the beverage as evidence for an administrative or criminal case. **Texas Government Code Section 660.113**

Airfare, other commercial carrier, rental vehicle reimbursements and gasoline purchases **always** require receipts, (the equivalent of the passenger coupon or the travel agent itinerary with costs shown)) UT Permian Basin requires receipts for taxi, airport shuttle, parking, and similar expenses, whenever reasonably feasible. Registration, Meeting, and Conference related fees always require receipts **and** a copy of the meeting/conference program pages which show the meals and events included in the registration and/or other fee(s); these pages must be included with the TER to insure that meals included in the conference fee are not submitted for duplicate reimbursement under the meal allowance. In addition meal receipts may be required in unusual circumstances and/or to support special exceptions.

Whenever travel expenses are paid as direct billings to UTPB or as travel card charges, the traveler must still provide the required receipts in order to reconcile the direct billings or travel card charges. There are **NO** exceptions to the travel card receipt requirements. In the rare situation when a receipt may not be available, there must be an explanatory memo attached to the TER; the memo must be signed by each individual in the approval chain up to and including the Division Vice President.

Unusual expenses, such as chartered aircraft rental, require receipts, signed advance approvals and reimbursement requests, plus a detailed explanation of why the expense was reasonable and necessary as opposed to other alternatives.

Conference Hotels

Reimbursement using local funds for lodging at a conference hotel is generally permitted with the approval of the Division Vice President, provided that the trip in general is approved and that the total reimbursement does not exceed the total reimbursement approved in advance for the trip. **State or government rates should always be sought even at a conference hotel, although they may not be available during a conference.** A conference brochure/program (or other conference materials) must be submitted with the reimbursement request and must clearly document that the hotel used by the traveler is the conference hotel. Generally, use of a conference hotel will result in reduced travel expenses such as taxis, parking, etc. versus the expenses incurred from staying off-site and commuting to the conference hotel. . See Textravel for a more complete discussion for "**Requesting a higher maximum lodging reimbursement rate".** (https://fmx.cpa.state.tx.us/fmx/travel/Textravel/meallodg/lodging/Sample_Max_Lodging_Form) For local funds, the Texas Comptroller of Public Accounts approval is not required for an exception, but University Vice Presidential approval is required.

A traveler must provide a Texas State Occupancy Tax Exemption Certificate at Texas lodging establishments in order to be exempt from state lodging taxes. These certificates are available through Central Stores. The University will not reimburse for state lodging taxes paid by the traveler unless a refusal by the hotel to waive the taxes is documented.

Other Hotels

Travelers should always seek State of Texas contract or government lodging rates. Rarely should the full rack-rate be paid. Travelers using State funds **must** use State contract lodging unless a non-contract hotel provides for a lower total cost or a valid exception exists. You must document the reason(s) for use of a non-State contract hotel when appropriated funds are used for the trip.

Contract lodging information is available from the **State** on-line Hotel Directory, http://hotel.cpa.state.tx.us/hotel_directory . The directory is updated during the year so be sure to check the current listings.

A traveler must provide a Texas State Occupancy Tax Exemption Certificate at Texas lodging establishments in order to be exempt from state lodging taxes. These certificates are available through Central Stores. The University will not reimburse for state lodging taxes paid by the traveler unless a refusal by the hotel to waive the taxes is documented.

Conference Registration Fees (including Reduced Price Organizational Membership for an Individual)

Some Conference Registration Fees may include a reduced price individual membership to join the group sponsoring the conference. Using local funds **only**, such included **individual** membership fees/dues may be purchased, provided that the member discount on the registration and the included membership fee approximately offset each other. Such fees must be specifically approved by the supervisor and the Divisional Vice President as part of the advance approval of the trip.

Registrations that include memberships, either individual or institutional memberships, must be processed on a requisition in addition to the other approvals required for the trip. Memberships require the advance approval of the President.

Travel to Washington, D.C.

Before traveling to Washington, D.C. using **any** source of funds, University employees must complete the VE5 travel document and **check** the “Washington, DC Travel” line. The questions about the nature of the trip must be answered. This process will ensure compliance with Textravel (State agency personnel are required to inform the Office of State-Federal Relations about the timing and purpose of a trip to Washington, D.C.) The only travel to Washington, D.C. that does not require this process is purely personal travel.

International Travel

International travel requires the advance written approval of the President of the University when that travel will be reimbursed from any source of funds (local funds, contracts, grants, gifts, etc.) under University control (Textravel). Canada or the United Mexican States are not included in this requirement.

Generally, appropriated funds may not be used for international travel. “Funds appropriated by this Act may not be used to pay expenses for a trip to foreign countries, except for Canada or Mexico, unless the board or commission of each state agency and institution of higher education has approved the travel before departure. A copy of the approval must be attached to each travel voucher submitted to the Comptroller. By October 1 of each year, each agency and institution of higher education must submit a report on all foreign travel with required approvals to the Governor and the Legislative Budget Board. (General Appropriations Act, SB 1, Seventy-ninth Legislature, State of Texas 2005.)”

Only in very unusual circumstances and with the advance written approval of the President of the University will foreign travel be permitted using appropriated funds.

Receipts and reimbursement requests for international travel must be converted to US dollars in order to complete a TER. The exchange rates used **must** be documented from a reliable source and be as close to the date of the expense as practicable. The Office of Financial Services can provide reliable exchange rate sources. Credit card vendors typically provide detail of their conversion rates which is an acceptable source of exchange rates. Documentation of all foreign currency transactions and the conversion rate used should be submitted with the TER. For the rare expenses for which no receipt is available, (e.g., public transit fares), the cost, conversion rate, and US Dollar amount may be documented in a spreadsheet. When receipts are available, the receipt amount, conversion rate and US Dollar amount should be documented in a separate section of the conversion spreadsheet.

Travel Reservations

Travel reservations using University funds may not be made until the VE5 travel document is approved by the Divisional Vice President or his designee. For hotels and especially airfare, early reservations can lead to significant cost savings. Please plan travel at the earliest possible time that you have firm knowledge about a trip.

Cancellation penalties should be considered when making reservations. Some airlines issue cancelled reservation travel credits to the individual traveler. If that happens, the traveler must promptly reimburse the University for the travel credit, since such a transaction essentially converts University (State) funds to a credit held in the individual's name. Until the reimbursement occurs, no future travel will be approved until the money owed UTPB is paid or until payment arrangements are made (and adhered to) with the Office of Financial Services.

Reimbursable payment for commercial airfare ***may not*** exceed the cost of the lowest available airfare between the employee's ***designated headquarters*** and the employee's ***duty point***. **Texas Government Code Section 660.093**

Use of University Travel Office

In order to best comply with the State travel regulations, contract prices, and specific travel requirements, the University's Travel Office should be used to make reservations for air and ground transportation and lodging.

Cancellations of University Paid Travel

When a reservation is made for you using University funds, some airlines or other travel vendors will only issue a cancellation credit in the traveler's name. That essentially transfers University funds to the individual traveler's credit. When such situations occur, the traveler must promptly pay the University for the cancellation credit now residing in the individual traveler's name. If repayment is not made, the individual has obtained something of value (the travel credit) improperly using State of Texas funds. Such improper transfers are contrary to public policy – thus the need for prompt reimbursement to the University. Future travel **cannot** be approved until all repayments are completed.

Vehicle Rentals

Use of State of Texas contract vendors is expected **unless** the traveler can demonstrate that use of a non-contract vendor has equivalent insurance coverage and a more economical rate for the rental period. Only lower rates that are offered to the general public constitute a valid exception to using the contract vendors. These lower rates that meet the needs of the state agency must provide the same services as the contract rates.

Rental vehicles **must** be refueled before return in order to avoid the high refueling charges by the rental company. Rental agency refueling services are usually extremely costly and should **not** be purchased. Various insurance coverage options are included in the State contract rates, so Textravel notes that additional insurance should not be purchased nor can it be reimbursed.

Vehicle rental contracts are negotiated by the Texas Building and Procurement Commission on behalf of all State agencies to provide rental vehicles at special rates that take advantage of the statutory limitations on the State's liability for damages related to vehicular accidents involving its employees. The rental contract rates automatically include the purchase of a Loss/Damage Waiver and Primary Liability Coverage. Such coverage is in effect only if rentals pursuant to the State-negotiated contracts are valid.

Rental agreements made pursuant to the State-negotiated contracts are valid only when the following conditions are met:

Rental by an Employee: The State contracts are intended for use by State employees. Therefore, the primary driver of the rental vehicle must be a University employee; rentals by students or by an employee for primary use by a student, or other persons who are not employees, will be outside the scope of the State contracts and there will be no automatic liability coverage included in the rental. Secondary drivers are permitted **only** within the terms of the contracts.

Course and Scope of Employment: The employee driver of the rental vehicles must be acting within the course and scope of his or her employment; that is, the employee is engaged in activities that are in the furtherance of the University's affairs or business whether on the University's premises or elsewhere. There must be an advance approval of travel in effect for the trip.

Use of Contract Rates: Rentals from State contract rental companies using a rate different from the State contracts rates, e.g. a promotional rate, will not be under the State contacts and there will be no automatic insurance coverage included. Other rental companies should not be used to lower cost and avoid personal liability for damage.

For UT System Policy provisions applicable to the use of rental and University vehicles and related issues see UTS 157- Automobile Insurance Coverage for Officers and Employees and General Requirements for the Use of Vehicles.
http://www.utsystem.edu/bor/procedures/policy/policies/uts157.html

Travel Using University Owned Vehicles

University vehicles must be used only by employees who are acting within the scope of University-related activities. Only individuals whose names are on the University payroll (i.e., employees) may drive University owned vehicles. Physical Plant verifies, initially and annually after that, driving records of employees seeking to drive a University vehicle; adequate lead time must be allowed for the verification process. Drivers may also be required by University policy to have a criminal background check.

No University liability coverage is provided for family members who may be with an authorized driver of a University vehicle. The individual should have sufficient personal insurance coverage in place. Generally the University discourages employees from having family members accompany them while driving a University owned vehicle.

Liability coverage for injuries to students or other non-employees who are passengers in University owned-vehicles being used for University-related activities is provided, up to a limited amount, by UT System’s Fleet Policy.

Travel Using Personal Vehicles

Local Usage:
The University recognizes that employees occasionally use personal vehicles while engaged in University-related activities on campus and in the local area (generally less than 100 miles is considered local usage). Because personal automobile insurance will be looked to first in the event of an accident, all persons who use their own vehicles while conducting University business should be made aware of the possibility of personal liability related to such use. The University of Texas System does provide limited secondary liability coverage for damages arising from use of a personal vehicle; members of the driver's family and other employees are excluded from coverage under that policy.

Non-Local Usage
In light of these insurance considerations, the University of Texas System strongly *discourages* employees from using their personal vehicles for non-local travel (See UTS 157 Section 3.4). To reinforce this concept, the University places restrictions on the amount that an employee may be reimbursed for the use their personal vehicle for travel in excess of 100 miles.

Reimbursement is limited to the lowest of these three amounts:

- Economy-class airfare between Midland Airport and the city to which travel is required together with transit to and from the venue(s) related to the trip; or
- The amount that would be charged to rent a vehicle from a State of Texas contract vendor, as discussed above, plus reimbursement for fuel at the lesser of actual receipts or an amount calculated assuming 25 miles per gallon for the trip and prevailing unleaded 87 octane fuel prices at the time of the trip; or
- Reimbursement for miles driven at the prevailing non-taxable reimbursement rate published by the IRS at the time of travel.

The reimbursement limit described above excludes airport parking, trip venue parking, and other reimbursable expenses of the trip not relevant to the comparison calculation.

Note that for most non-local automobile travel this comparison will result in reimbursement being limited to the costs associated with using a rental vehicle.

Incidental Expenses

TexTravel provides examples of **Reimbursable** and **Non-reimbursable Incidental Expenses**. The general rule is that **Reimbursable Incidental Expenses** must be incurred for an official state business reason. Examples include hotel occupancy taxes, gasoline costs, and parking. Receipts are required for **Reimbursable Incidental Expenses**. If a receipt cannot be obtained, (e.g., parking meter expense), a notation should explain why no receipt is available.

Trips Combining Business and Personal Travel

When Business and Personal Travel are combined into one trip, the traveler must clearly distinguish between Business and Personal Travel. This distinction requires allocation of the different parts of the trip to personal payment versus Travel Expense Reimbursement payment. The University **cannot** pay for personal travel from **any** source of funds.

The traveler **must** document the time(s) spent in paid University travel status versus times spent on vacation, on the weekend, or in other non-paid personal travel status. Paid University travel status means that the traveler is conducting official University business during the time in question **OR** is traveling to/from the destination for accomplishing the business purpose of the trip.

Common sense delineation of the differences between University and personal travel status will almost always work! For example, the conference ends on Friday at noon. You stay in the conference city and return late on Sunday. You are in personal travel status from noon Friday until your return flight late on Sunday. If lunch would have been required in the event you would have returned on an afternoon plane on Friday, lunch may be reimbursed for Friday. It is unlikely that dinner on Sunday would be reimbursable, even if you are on an evening plane. You would not have been entitled to dinner on Friday, so why would you be on Sunday? Using the same logic, your Saturday meals are also not reimbursable. If a trip is extended to meet airline reduced fare requirements, such as a Saturday night stay, the expenses may be reimbursable if specific conditions are met (see Textravel).

The simplest interpretation should always be applied. Ideally, clear beginning and ending times in each travel status can be identified. If in doubt, consult with your supervisor or Financial Services. Explanations should be attached to the Travel Expense Report whenever questions exist about combining business and personal travel in one trip. The explanations must be clear cut and follow the simplest interpretation that a reasonable reviewer would make.

In or Out of University Pay Status

Classified employees (paid on an hourly basis) are in Pay Status when **traveling** to or from an out-of-area work destination. (In-area work destinations fall under IRS commuting rules.) Employees are not in pay status at the destination when they are engaged in normal activities of daily living such as eating meals or sleeping. Nor are they in pay status if they stop en-route for shopping, sightseeing, etc. If the employee chooses a later return flight than required by the travel, they are in Pay Status only for the travel time that would be required by a normal return time. Attendance at required events at the destination during the workday, e.g., a conference session, places the employee in Pay Status for the related time(s). Questions about when an employee is in Pay Status may be directed to the Office of Human Resources.

Non-Executive, Administrative and Professional employees in exempt status do not accrue compensatory time except in unusual circumstances (Saturday, Sunday, or holiday travel) and only with the prior written approval of the supervisor and Division Vice President. Executive employees never accrue compensatory time.

Prospective Employee Interview Expenses

Prospective employees may be reimbursed for travel expenses to interview with The University of Texas of the Permian Basin in the same manner that current employees are. Advance approval

and a VE5 travel document are required. The University Travel Office will make the arrangements in order to insure conformity with the travel regulations. Travel advances may not be issued to prospective employees. Hotel occupancy taxes may be reimbursed since non-employees are not exempt from those taxes.

Student Travel

Student travel is governed by specific rules outlined in the University's Handbook of Operating Procedures, Part 6 Section 7.3, Travel Safety Policy for Students Attending and Participating in University Sponsored Activities. In addition, the Office of Student Life has detailed information and an explanatory table on student travel issues. These documents are posted on the Travel Policy Web site.

Travel Advances

While travel advances are available through the Office of Financial Services for properly approved travel, their use is discouraged. Travelers who use the University Travel Office to make travel arrangements with the University Travel card, and promptly submit their Travel Expense Report upon completion of the trip should not need a travel advance in most cases. For the few individuals who travel frequently, they may apply through their supervisor for a travel advance.

All travel advances must be promptly reconciled with the Travel Expense Report for the individual travel within thirty days of the completion of travel. A subsequent travel advance or approval of travel will not be permitted until outstanding travel advances are reconciled in a timely manner.

References

The University of Texas of the Permian Basin Travel Web Site: http://ba.utpb.edu/travel-and-entertainment/

Textravel https://fmx.cpa.state.tx.us/fmx/travel/textravel/index.php

MapQuest: http://www.mapquest.com/
State Travel Management Program: http://www.window.state.tx.us/procurement/prog/stmp
(Contract Hotels, Contract Airline Fares, Contract Rental Cars)

Federal Travel Regulations: www.gsa.gov/federaltravelregulation

In-State and Out-of-State Meal and Lodging Rates: Go to this Web Site and click on
Domestic Maximum Per Diem Rates See Regents' Rules http://www.utsystem.edu/bor/rules.htm
Series 20801 *Travel;*
Series 20601 *Aircraft Use*;
Series 20205 *Expenditures for Travel, Entertainment and Housing by Chief Administrators*

See UT System Policies http://www.utsystem.edu/policy/lib_main.html

UTS 157- *Automobile Insurance Coverage for Officers and Employees and General Requirements for the Use of Vehicles*. See especially Sections: 3.4 *Use of Personal Vehicles*; and Section 6 *Operation of 12 and 15-Passenger Vans.*
http://www.utsystem.edu/bor/procedures/policy/policies/uts157.html

UTS 120, *Spousal Travel Policy*

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Approved by: W. David Watts, President

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