

following items supplement this manual:

The State of Texas Travel Allowance Guide (Comptroller)

2. This delegation will provide for the continuance of associated University operations, and
3. This delegation of duties will not cause additional expense to LU.

CONSERVATION OF FUNDS

The state Travel Regulations Act states, “A state agency shall minimize the amount of travel expenses paid or reimbursed by the agency. The agency shall ensure that each travel arrangement is the most cost-effective considering all relevant circumstances.” Therefore, the state of Texas and Lamar University require its employees to practice “conservation of funds.”

Cost Efficient Method of Travel (Flying versus Driving)

Lamar University employees should choose the most cost-efficient method of traveling when traveling on University business. A comparison should be made between the cost of flying and the cost of driving to and from the duty point destination. Calculate the cost of flying by totaling mileage to and from the airport, the airline ticket, parking fees, and rental car fees. (The cost of the airline ticket must be determined at the time the travel is planned, not on the day of the travel or when the traveler returns. These latter dates do not reflect

Travel Advisories & Travel to Level 3 & Level 4 Destinations

As a first step in planning any trip abroad, an employee must check the Travel Advisories for their intended destination. Note that conditions can change rapidly in a country at any time. Current travel warnings may be accessed at the [U.S. Department of State Travel Advisories List](#).

The current TSUS

DESIGNATED HEADQUARTERS

For purposes of calculating reimbursement rates only, the designated headquarters for a Lamar University employee assigned to the main campus is:

Lamar University
4400 S. Martin Luther King Jr. Pkwy
Beaumont, TX 77705

ECONOMY AND EFFICIENCY OF TRAVEL

The employees listed in the Delegation of Authority policy (MAPP 05.01.06), or their designees, are responsible for ensuring that travel is conducted in their department or unit so as to achieve maximum economy and efficiency within the guidelines set forth in this section and for assuring duplicate travel vouchers are not submitted.

There are separate forms for adults and minors and for foreign travel. In the case of a

- The origin and destination of each trip, and
- Proof of payment.

A passenger receipt or itinerary that has been altered by any person other than the entity issuing the receipt or itinerary is unacceptable. A receipt or itinerary to which additional information has been added is considered unaltered if the information does not conflict with the original information on the receipt.

Mass Transit, Taxi, Network Transit Driver (Uber, Lyft) Receipts:

An employee may be reimbursed for the actual cost of transportation by subway, taxi, network transportation driver (Uber, Lyft, etc.) if incurred to conduct University business. A receipt for the expense must be submitted for reimbursement. This may include the original subway card with receipt or credit card statement; receipt with business name, date, and amount; or emailed receipt. Tips are not reimbursable.

Car Rental Receipts:

A complete receipt issued by the rental company must be submitted when requesting reimbursement.

The receipt must include the following:

- The name of the rental company, and
- The name of the employee renting the vehicle, and
- The starting and ending dates of the rental, and
- An itemization of expenses incurred, and
- The class of vehicle rented, and
- Proof of payment.

A receipt that has been altered by any

A. Reimbursement Authorization

Rental Vehicles

An employee traveling to conduct official University business by rental vehicle is entitled to reimbursement

C. Arrival Times

1. If the traveler returns to headquarters after 8:00 a.m., he/she is entitled to breakfast.
2. If the traveler returns to headquarters after 1:00 p.m., he/she is entitled to breakfast and lunch.
3. If the traveler returns to headquarters after 6:00 p.m., he/she is entitled to breakfast, lunch, and dinner.

REIMBURSEMENT RATES

A traveler may be reimbursed up to a maximum daily rate of payment for actual expenses incurred for meals and lodging when expenses are incurred as a result of official University travel. For budgetary purposes, individual Lamar University departments may set their own maximum reimbursement rates as long as the rates do not exceed the GSA, Department of Defense, or State Department rates and adhere to all reimbursable rules set forth in this manual.

Reimbursement rate exception: An individual who is a chief administrative officer of a state agency is entitled to be reimbursed for actual meal and lodging expenses incurred while performing the duties of the individual's office or employment. Texas Government Code Section 660.203(a) If the individual is being reimbursed for meal and lodging expenses incurred inside the contiguous United States, then the maximum amount of that reimbursement is equal to twice the amount that could be reimbursed to a regular state employee. The chief administrator may designate one (or more) state employees to represent the designating party at a particular meeting or conference and that designee qualifies for this exception. Also, the chief administrator may authorize one or more state employees traveling with the authorizing party to a particular meeting or conference to receive reimbursement of their actual expenses for meals and lodging while attending the meeting or conference. Texas Government Code Section 660.206(b) If the expenses are incurred within the contiguous United States, the reimbursement is limited to twice the amount that could be reimbursed for regular state employee travel. A reimbursement for actual expenses may be paid even if the itineraries for the authorizing party and the employee receiving the reimbursement are not identical. For example, it is not necessary for both individuals to fly to the duty point on the same flight.

Reasons why reimbursement is not allowed or may be reduced:

A. Conditions When Expense Reimbursement is Not Allowed

An employee may not receive payment for meals and lodging when the employee is:

1. At his/her designated headquarters,
2. Absent from his/her duty position for personal reasons (i.e. due to illness, family emergency, repairs to a personal automobile, etc.),
3. Absent from his/her duties for any reason not connected with official University business, or
4. Away from his/her designated headquarters when the travel does not include awayeei eriorrrrrrrm3t -0 0 10.56 11690

C. Authorized Reduction of Reimbursement Allowance

When conditions warrant, and based upon University established rates, persons authorizing travel may reduce the daily reimbursement allowance of an employee, provided that employee is notified of the reduction prior to incurring any travel expense.

The intention is that employees whose living costs are unusually low when engaged in official travel, such as those using camping facilities, staying with friends/relatives, etc., need not be paid the maximum allowance rate.

Computation of Allowable Reimbursement Rate

For the purpose of calculating maximum reimbursement rates only, an employee's designated headquarters is the place at which the employee is required to maintain his/her official headquarters. Reimbursements are not allowed for travel to any cities, towns or independent subdivisions surrounded by the employee's designated headquarters. Mileage reimbursement is not allowed within a 50-mile radius of the employee's designated headquarters. In computing maximum reimbursement rates, the actual time of departure from designated headquarters and arrival to designated headquarters must be shown for each trip. If an employee passes through his/her designated headquarters "nonstop" from one point to another, and this constitutes the shortest line of travel, he/she will be considered on continuous duty for purposes of calculating allowable reimbursement rates from the initial departure point to the destination.

A. Computation of In-State Maximum Reimbursement Rates

Lamar University must use the federal Domestic Maximum Per Diem Rates provided by the General Services Administration (GSA) for in-state travel. If the city is not listed, but the county is listed, use the daily rate of the county. For locations not listed (city or county), the daily rates are noted on the Texas Comptroller TexTravel website.

Any hotel expense overages for travel on state funds require local funds to be used for the difference between the Federal hotel per diem and the actual expense.

The only exception to claim more than the GSA rate is when the expense is being paid by local funds and the hotel is considered a "Host Hotel." A Host Hotel is a hotel where the conference, seminar or convention is being held. If the Host Hotel room rate is higher than the GSA allowable rate for that city, you may be reimbursed for the full amount of the hotel charges if you provide documentation that indicates the hotel was the Host Hotel.

B. Computation of Out-of-State Maximum Reimbursement Rates (Contiguous United States)

Lamar University must use the federal Domestic Maximum Per Diem Rates provided by the General Services Administration (GSA) for out-of-state travel within the contiguous United States (48 states). If the city is not listed, but the county is listed, use the daily rate of the county. For locations not listed (city or county), the daily rates are noted on the Texas Comptroller TexTravel website.

C. Computation of Maximum Reimbursement Rates for Alaska, Hawaii, and U.S. Territories and Possessions

Lamar University must use the federal Maximum Per Diem Rates provided by the U.S. Department of Defense for out-of-state travel to Alaska, Hawaii, U.S. Territories, and U.S. Possessions.

D. Computation of Maximum Reimbursement Rates for Foreign Travel

Lamar University must use the federal Maximum Per Diem Rates provided by the U.S. Department of State for travel outside the United States (i.e., "foreign" travel).

E. Direct Billing of Lodging Cost for Conferences or Seminars

2. The amount to be paid.
3. Description including the place of the meeting/conference, the title of the event (no abbreviations)

reimbursed for travel expenses.

Prospective employees are required to do the following:

- A. Follow the same travel policies which govern University employees, except he/she is not required to complete a Request to Travel.
- B. Complete a State of Texas Travel Voucher. A University employee may complete the form on behalf of the prospective employee; however the prospective employee must sign the travel voucher.
- C. All appropriate receipts must be attached to the travel voucher.
- D. A prospective employee who has been accepted for employment may not be reimbursed for reporting to work.

TRAVEL BY STUDENTS

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department or claimant with an explanation indicating items or discrepancies in need of completion or correction, or the reason the expense is not allowed.

REVIEW AND RESPONSIBILITY

Responsible Party: Vice President for Finance and Operations

Review Schedule: Every So 741.