

Checklist for Travelers

1. Fill out Travel/Leave 48 hours in advance, 6 weeks for International Travel.
2. If Travel Advance is needed, see Business Office staff.
3. When arranging airfare for University Business, you may opt to use the departmental CBA (Corporate Business Account) or your personal corporate card to book flight arrangements. If you opt to use CBA, you will need to visit with business office staff. **All airfare receipts must include airline ticket number, passenger name, detailed itinerary, class of travel and cost and must be submitted to business staff for processing.**

If you opt to use your personal corporate card, you will submit all receipts once you complete the travel.

4. Reimbursement – You will submit all receipts listed below along with the completed Reimbursement Form. Once the business office has completed processing, you will sign certification form and return for reimbursement.

- ✓ Airfare
- ✓ Hotel
- ✓ Car rental
- ✓ Meal receipts must be itemized receipt (not just credit card receipt)
- ✓ Mileage, if claiming actual must have odometer reading
- ✓ Taxi/Shuttle - provide destination on receipt, if no receipt is available, please include in writing the destination and amount.
- ✓ Incidental receipts
- ✓ Parking
- ✓ Registration

Things to Remember

Hotel:

- ✓ If hotel room was shared, the hotel bill must have your name on it along with what you were charged. You should also indicate if that person is a State employee
- ✓ When traveling in Texas make sure you provide the hotel with the hotel occupancy tax exemption certificate. You cannot be reimbursed for State of Texas tax.
- ✓ When making a reservation ask for state employee discounted rates OR state contracted rates if available. You may also ask if any special rates are available.

Taxi / Shuttle:

✓ Receipts must include destination. If no receipt is available, you must provide details in writing with the information below.

Date_____ Amount_____ Destination To/From_____

Mileage:

✓ Mileage will be reimbursed up to the current Federal Government Rate. To calculate mileage, use the Texas Mileage Guide at the following: <http://www.window.state.tx.us/comptrol/texastra.html> or your odometer readings with point to point documentation.

Car Rental:

✓ When making a reservation ask for state contracted rates using codes listed below. State contracted rates include insurance. If you find a cheaper rate you must make sure it includes insurance or you will not be reimbursed for insurance.

Advantage 711-TXC
Avis F999-711
Enterprise TX-711

Contracted Airfare:

- ✓ Contracted State rates are available and can be found at the following website: <http://www.tbpc.state.tx.us/travel/apr06mar07.html>
- ✓ The contract airline fares are designed for last minute or fully refundable travel requirements. State agencies and institutions of higher education are encouraged to utilize 14-day advance or other lower cost airline fares for planned travel requirements to obtain lowest possible cost to the state.

Please return this envelope along with required receipts to [Becky Kubena or Susan Sassano] within 5 days of traveling.