



Requirements for Employee Advisory Council (EAC) Travel Reimbursement

System Administration reimburses EAC expenses from state fund accounts. In order to receive reimbursement, EAC members must comply with State rules and regulations as defined by the State of Texas Travel Allowance Guide as well as System Administration reimbursement guidelines.

*Legible/readable copies of **Itemized** receipts are required for all expenses
Gratuities are not reimbursable*

Airfare

- Airfare may not exceed the round-trip UT System contract rate. When the UT System rates are not applicable, the airfare paid may not exceed the lowest available fully refundable coach class airfare. Documentation must note any exception to use of state contract airfare.

Meals

- Meal reimbursement is based on actual expenses.
- Meal reimbursement requires legible/readable copies of itemized receipts as well as proof of payment. Receipts only showing final purchase amount cannot be reimbursed.
- Travelers must obtain individual ITEMIZED receipts for their own purchases.
- Alcoholic beverages are not reimbursable. Meals which included alcoholic beverages must have the cost of the drinks omitted from the total. Taxes must also be adjusted if alcoholic beverages are included on a meal receipt.
- Tips are not reimbursable. Gratuity expenses will be deducted from the reimbursement.
- While highly discouraged, if room service is used, the service charge is considered gratuity and must be omitted from the total.
- The room service delivery charge is a reimbursable expense.
- Meal expenses from state funds are limited to the Texas Comptroller of Public Accounts locality-based rates. Currently, meals will be reimbursed based on the rates approved by the Texas Comptroller of Public Accounts <https://fm.xcpa.state.tx.us/fm/travel/travelrates.php> . Excess of the state limit will not be reimbursed.

Lodging

- Lodging reimbursement is based on actual expenses.
- Lodging expenses are exempt from state hotel tax. The traveler must present the State Comptroller's Tax Exempt Form (<http://www.window.state.tx.us/taxinfo/taxforms/12-302.pdf>) upon arrival at a hotel.
- If a hotel refuses to exempt state hotel tax, the individual may submit a reimbursement request for the amount of tax charged. The request must document the name and phone number of hotel contact. The State Comptroller's Office will be notified and the hotel will be contacted as applicable.
- Lodging expenses from state funds are limited to the Texas Comptroller of Public Accounts locality-based rates <https://fm.xcpa.state.tx.us/fm/travel/travelrates.php> . Excess of the state limit will not be reimbursed.

Car Rental

- UT System vendors (Avis/Budget, Enterprise, Hertz) must be used unless all vendors are sold out of cars.

- Mid-size vehicles (or smaller) are approved for reimbursement.
- Insurance in excess of UT System coverage (Loss/Damage Waiver and Liability) is not reimbursable.

Mileage

- It is highly encouraged for travelers to rent a car and NOT use a personal car for EAC travel, however, if circumstances require it, mileage will be reimbursed using the following rules.
 - Traveler must seek approval from the EAC Administrative Support prior to travel.
 - Traveler must obtain a rental car quote prior to travel to assess the difference.
 - When submitting the reimbursement, the approval and rental car quote must be included. Please also note the extenuating circumstance as to why a personal car was used for business travel.
 - EAC Funds will only reimburse up to the cost of a rental car.
- Effective September 1, 2009 – The state comptroller has determined that mileage reimbursement shall be based on the shortest, most cost effective and reasonably safe route. Per state comptroller guidelines, UT System has chosen Google Maps as the mileage tool for benchmarking the most efficient and safe route.
 - Please use the “shortest route” Google Maps when calculating mileage reimbursement and map the route for each direction – DO NOT use a “Round Trip” map or just double the one-way mileage.
- Exact odometer readings are allowed with start-to-end locations.
- The Texas Comptroller of Public Accounts determines the mileage reimbursement rate. Please visit [their website](#) to see the current mileage reimbursement rate.
- Reimbursement of mileage at the set mileage rate is inclusive of all expenses, including fuel and repairs, associated with the operation of a personally owned or personally leased vehicle.
- Tolls are reimbursable as long as the following is provided:
 - a print out of account activity on those dates from the employee’s toll tag account showing actual charges (estimations will not be accepted),
 - and an explanation of why the toll road was used as opposed to a non-toll road.

Gratuities

- Gratuities and tips of any kind are not reimbursable. This includes, but is not limited to, tips for airport service, hotel cleaning services, transportation, and meals, including automatic gratuity added due to a large group.
- Gratuities are not a reimbursable expense with state funds and therefore not reimbursable by EAC funds.

Other

- If hotel charges for internet connection, that charge and subsequent tax is reimbursable.
- Parking taxes are reimbursable.
- Coordination of Transportation. When two or more employees are traveling to the same destination, the employees are required to coordinate their travel to reduce overall costs of travel unless coordination is not feasible for business reasons. When coordination is determined to be not feasible, it must be documented and attached to each person's reimbursement request.

Reimbursement Timeline

- Reimbursement must be filed with UT System within 60 days of the return date of a trip.
- Reimbursement requests cannot be processed without required documentation.

Any questions should be directed to Cristina Galvan, at (512) 579.5097 or cgalvan@utsystem.edu.

**The University of Texas System
Employee Advisory Council Member Travel Reimbursement Form**

---- REQUIRED DOCUMENTATION ----

EAC Member Name: _____

Institution Name: _____

Remit Address: _____

Dates Traveled: From _____ To _____

Business Purpose: Attendance allows the staff member to participate in discussions, share ideas, work with other institutions toward common goals and learn about rules and regulations that affect UT System.

Hotel Expenses (attach receipt) \$ _____

Airfare Expenses (attach receipt) \$ _____

Meals (ALL **ITEMIZED** RECEIPTS REQUIRED) \$ _____

Parking (attach receipt) \$ _____

Rental Car (attach receipt) \$ _____
(*contracted companies must be used unless all are sold out of vehicles)

Gas Purchases (attach receipt) \$ _____

Other Transportation (i.e. taxi, bus - attach receipt) \$ _____
(*Mileage requires the Texas Mileage Guide or Odometer Readings
If Texas Mileage Guide is used – Google Maps shortest distance is required.)

Miscellaneous: Description Required (attach receipt) \$ _____

Total Expenditures \$ _____

I certify that the listed expenses have been reimbursed to the above named employee and that we are seeking reimbursement to our institution for these expenditures.

Certified by (please print legibly): _____ / Contact Phone Number: _____

Contact email: _____

Remit certification and receipts within 60 days of return travel date to (scanned copies preferred):

Cristina Galvan (cgalvan@utsystem.edu)
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