

TRAVEL NEWS

Faculty and Staff,

Below is a summary of the University's updated policy on Travel Request, meal reimbursement rates, required receipts as well as 90-day reimbursement policy.

Approval Requirements

All travel must be approved prior to booking travel using Concur's Travel Request. The approved travel request must be attached/included on the expense report. We recommend using the travel request to create the expense report to reduce duplicate entry.

Foreign travel requests will automatically route to TAMUS Risk Management and the member's risk management office for review and approval. No booking or travel should occur prior to final approval.

Meals

Meals are *not* reimbursable unless the trip includes an overnight stay.

Meals are not reimbursable if purchased within an employee's designated headquarters city. (ie: Brazos County)

Actual expenses up to the GSA rate for state and local funds may be claimed. Receipts not required, except for any single meal greater than \$75.00. The GSA rate is determined by the destination city and if that city is not available on the table use the "Standard Rate" for that state.

Business meals are not counted as part of the meal total for the day. **Business meals will require a receipt as documentation no matter the dollar amount. Business meals are to be tax exempt** when purchased within the State of Texas when using a University Payment or Travel Card (does not apply if purchasing with a personal form of payment), whereas travel meals are not. Business meals also require the substantiation of who attended and the business purpose/discussion in addition to the receipt.

Receipt Requirements

Each section discusses which travel expenses require receipts and what is required on each type of receipt for that particular travel expense. The Travel Receipt Requirements guide provides the traveler a quick reference on the travel expenditures that require receipts and those that do not.

90-Day Policy

All expenses must be adequately accounted for within 90 days or the expenses will be reported as taxable income to the employee and the travel card suspended. This policy has been implemented to meet the "reasonable period of time" in the IRS accountable plan. Expenses that fall within the IRS accountable plan are not reported as taxable income to the employee.

If you have any questions in regard to the policy update please contact travel@arch.tamu.edu.