

Information represented in this document is only a summarization of the Texas A&M Research Foundation Travel Policy. Refer to TAMRF website for more detail concerning policy. Travel expense accounts must be submitted after the completion of a trip with the required receipts, justifications, and approval signatures. The expense account form is to be typewritten or completed in ink.

The Texas A&M Research Foundation travel expense account form can be found at the following website:
<http://rf-web.tamu.edu/forms/index.html>

Only travel expenses related to project business shall be reimbursed. Reimbursement should not be claimed for items provided free of charge, previously reimbursed by another source, or costs which will be paid or reimbursed from any other source in the future.

Air Transportation

Must travel economy, tourist, or other special discount fare. Airline ticket receipts must be attached to the expense account regardless of method of payment.

Traveler must comply with the requirement that U.S. flag air carriers be used by domestic grantees to the maximum extent possible when commercial air transportation is the means of travel between the United States and a foreign country or between foreign countries when the cost is chargeable to a federally funded account, unless the terms of that agreement state otherwise.

Air travel may be charged directly to TAMRF at local Bryan/College Station travel agencies. The agency must be informed of the proper account number to which the expenses will be charged.

Mileage

Mileage is reimbursed at 55.5 cents per highway mile for all personal vehicles. Reimbursement cannot exceed the equivalent of tourist airfare, except under circumstances when a personal vehicle is used for transportation of materials or equipment.

Rental Vehicle

Rental cars should be mid-size (intermediate) or smaller class when available. Use of a car larger than mid-size and/or upgrade charges are allowable if one or more of the following criteria are met and documented on the expense account form (1) a compact/mid-size is not available, and taxi service cannot be obtained, (2) large equipment must be transported for official project business, (3) more than two travelers on project business are traveling together, and use of one larger rental car is less expensive than or offsets the cost of multiple rental cars and taxis, or (4) documentation is provided showing the cost of larger than a mid-size car was equal to or less than the cost of the mid-size. If the car is retained for personal leave days, the rental fee will be reimbursed proportionately to the business days. Charges for personal accident insurance (PAI) and personal effects insurance (PEI) are not reimbursable and will be deducted from the expense account except when the car is rented in a foreign country.

Taxi, Limo, Shuttle, Bus

Reasonable and necessary charges for taxi, limousine, shuttle or bus services are reimbursable. Reimbursable up to \$75, single fare, without receipts. Use of taxis to obtain meals is allowable when suitable meals cannot be obtained at or within walking distance of the place of lodging. An explanation why it was necessary to use a taxi to obtain meals elsewhere must be written on the travel expense voucher.

Train

Itemized receipts are required.

Communications

Costs incurred on a cash basis for telecommunications for account business may be claimed; however, when these costs amount to more than \$75, they must be documented either with receipts or a log. Internet usage fees are an allowable expense as long as project business is being conducted.

Allowable Miscellaneous Expenses

Registration fees (for conferences, meetings, etc.)

Miscellaneous supplies (not office supplies)

Fees for traveler's checks/currency exchange

When a loss is incurred in currency exchange

Porterage and special transportation for account equipment and materials

Postage for official mail

Gasoline for rental cars

Laundry/dry cleaning: Allowed when claiming subsistence for trips incurring a minimum of four consecutive nights on official travel.

Unallowable Expenses

Entertainment expenses and non-project related social activities such as tours, dances

Parking tickets/fines or speeding tickets/fines

Alcoholic beverages

Gasoline purchases for personal vehicles when claiming mileage

Personal items purchased due to lost/delayed baggage

Office Supplies

Memberships

Either a per diem rate or subsistence may be claimed; however, a combination of the two is not allowed on any one trip.

PER DIEM (LODGING PLUS MEALS AND EXPENSES METHOD) The per diem rate includes the cost of lodging, meals and miscellaneous incidentals such as laundry and tips to waiters, porters, hotel maids, baggage carriers, bellhops, etc. Per Diem may only be claimed on those trips requiring an overnight stay. A maximum per diem rate of \$163 may be used and does not require receipts for lodging or meals. The daily allowance shall be calculated on a midnight-to-midnight basis and be divided into quarters as follows: 12:01 a.m. to 6:00 a.m.; 6:01 a.m. to 12 noon; 12:01 p.m. to 6:00 p.m.; and 6:01 p.m. to 12 midnight. To be given credit for a quarter day of travel, a traveler must have been on travel status for at least two hours in that quarter.

Foreign per diem rates can be located at:
<http://www.state.gov/m/a/als/prdm/>

SUBSISTENCE (MEALS AND EXPENSES METHOD) - Travelers will be reimbursed under this method for the reasonable costs of lodging and meals. The total cost per day generally should not exceed the maximum rate of \$175 for lodging (exclusive of taxes) plus the applicable meal per diem rate (depending on the city) for meals. Requests to exceed the maximum lodging rates listed must be supported by a written statement explaining the circumstances that caused the existing rate to be inadequate and will be subject to TAMRF approval.

Lodging - Itemized receipts for lodging and a statement showing \$0 balance are required. The maximum amount reimbursable per day may not exceed \$175, excluding tax. Requests to exceed the maximum lodging rates listed must be supported by a written statement explaining the circumstances that caused the existing rate to be inadequate and will be subject to TAMRF approval. Allowable lodging expenses will be based on the single room rate.

Meals - The IRS maximum daily allowance for meals is \$71, \$66, \$61, \$56, \$51, or \$46 depending on IRS classification of the area. Current list of locations are at:
<http://rf-web.tamu.edu/forms/mealrt1.html>

Cities not listed are considered Low Cost. The rates include taxes and tips to food servers.

This allowance is payable to the traveler without itemization of expenses or receipts.

\$71/day: Breakfast \$13 Lunch \$19 Dinner \$39

\$66/day: Breakfast \$12 Lunch \$17 Dinner \$37

\$61/day: Breakfast \$11 Lunch \$16 Dinner \$34

\$56/day: Breakfast \$10 Lunch \$14 Dinner \$32

\$51/day: Breakfast \$9 Lunch \$13 Dinner \$29

\$46/day: Breakfast \$8 Lunch \$12 Dinner \$26

Breakfast will be reimbursed if traveler leaves before 7:00 a.m. or returns after 9:00 a.m.

Lunch will be reimbursed if traveler leaves before noon or returns after 1:00 p.m.

Dinner will be reimbursed if traveler leaves before 6:00 p.m. or returns after 7:00 p.m.

If allowable under the terms of the funding source, the maximum meal allowances may be exceeded but must be reasonable. Any excess amounts above the \$46 and \$71 maximums must be reported as income to the IRS, unless the traveler submits meal receipts.

Monthly credit card statements alone are not acceptable as supporting documentation. **Any charges on the receipts for alcoholic beverages must be deducted before submitting a claim.**

Texas A&M Research Foundation

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Traveler's Reference Guide

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