

HEALTH SCIENCE CENTER HANDBOOK OF OPERATING PROCEDURES

Chapter 6	Fiscal Policies and Procedures	Effective:	May 2000
Section 6.2	Travel Policies and Procedures	Revised:	March 2010
Policy 6.2.21	Transportation Expenses on Travel Voucher	Responsible Party:	Assistant Vice President for Business Affairs

TRANSPORTATION EXPENSES ON TRAVEL VOUCHER

Air Transportation

1. The original copy of the airline passenger receipt must be submitted with the [Travel Voucher](#) if the traveler is seeking reimbursement for airfare. If the University Paid Travel (UPT) was used, the passenger coupon is not required. The department should type "UPT" on the airfare line.
2. State of Texas contract carriers should be used whenever possible. For destination markets in which a state contract airfare exists, reimbursement is limited to the highest state contract airfare amount for that market.
3. If no State of Texas contract airfare exists in the market of travel, the maximum allowance for air transportation shall be the lowest available airfare below first class unless first class is the only available airfare.
4. An employee may be permitted to claim per diem for extra travel time to qualify for less than full coach airfare if two conditions are met:
 - a. The amount of the additional travel expenses (including meals and lodging) plus the discount airfare is less than or equal to (a) the state contract airfare if one exists between the employee's designated headquarters and the duty point city or (b) the full coach airfare between the employee's designated headquarters and the duty point city if no state contract airfare exists in that market.
 - b. It is in the best interest of the state to allow the employee to be absent from duties for the extra travel time. The department must determine that it is an efficient use of state resources to have an employee away from headquarters for that extra time.
 - c. This rule is not to be construed so as to permit an employee to fly to cities other than the city in which business was conducted in order to qualify for a special rate.

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5. Employees using free tickets or tickets obtained through airline mileage awards programs will not be reimbursed for the cost of a ticket since they incurred no direct expense.

 6. Some employees traveling on official University business may be eligible to purchase senior citizen coupon booklets from certain airlines. If a traveler uses this fare basis, the following documentation is required for reimbursement of airfare:
 - a. a copy of a receipt showing proof of payment for the total amount of the booklet;
 - b. a statement on the [Travel Voucher](#) disclosing the total number of coupons used and a calculation of the value of each coupon based on the total cost of the coupon book and the number of coupons in the book;
 - c. a price quote for either (1) the contract airfare if one exists to the business destination from the duty point or (2) the full coach fare showing that the resulting airfare purchase price with the coupons was less; and
 - d. the airline ticket passenger coupon.

Aircraft Rental

Use of rented aircraft without the advance approval of the Aircraft Pooling Board is not allowed. Personal airplane mileage and/or coach class airfare cannot be claimed in lieu of a rental plane.

Personally Owned Airplane

Reimbursement for travel in a personally-owned airplane is allowed at the rate of forty (40) cents for single engine aircraft and fifty-five (55) cents for twin engine aircraft per highway mile.

Car Rental

1. The rental car cost for official business is a reimbursable expense. However, the only insurance that is reimbursable is LDW (Loss Damage Waiver) or Collision Damage Waiver (CDW). The rental agreement/receipt, along with receipts for gasoline, must be turned in with the [Travel Voucher](#).

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2. Parking fees and toll charges are reimbursable; however, it should be noted on the [Travel Voucher](#) that they were incurred while using a rented vehicle. Parking fees, toll charges, and gasoline purchases should be listed under the “Other Travel Expense” category. Parking fees should also be itemized on a daily basis on the back of the [Travel Voucher](#) under “Record of Transportation”.
 3. If a car rental firm is used other than a current contractor, the reason must be indicated on the [State of Texas Travel Contractor Usage Statement](#).
 4. Reimbursement for car rental including CDW or LDW may not exceed the highest prevailing contract rate in that location. Contract rates include Loss Damage Waiver (LDW) coverage in the United States. When renting cars in the United States, employees should reject separate LDW coverage.
 5. As a cost savings measure, travelers are encouraged to return rental cars with full tanks of gas purchased at an off-airport location rather than allowing a rental car company to charge for fuel at their rates.

City Bus, Taxi, or Shuttle Service

An itemized list for such fares must be shown on the [Travel Voucher](#). Taxi fares from an individual’s residence to and from the San Antonio airport cannot exceed the cost of the fare from the Health Science Center or off campus work site to the airport.

Personally Owned Motor Vehicle

1. In-State Mileage: An employee traveling by a personally-owned motor vehicle may be reimbursed at the rate of fifty (50) cents per mile, on the basis of the shortest route between two points. State employees will calculate the number of miles traveled by using one of the two methods listed below:
 - a. [MapQuest.com](#). This will be the institutional online mapping source for mileage calculations submitted for reimbursement. In addition, please provide the mileage print out as back-up documentation for reimbursement; or,

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- b. Vehicle odometer reading. If a state employee’s odometer is used to determine the number of miles between points, then the supporting documentation must include a point-to-point mileage itemization.

Additional vehicle expenses such as gasoline are not allowed, except parking and toll fees. Parking fees should be claimed on the front of the [Travel Voucher](#) under “Other Travel Expenses” and itemized on a daily basis on the back of the [Travel Voucher](#) under “Record of Transportation”.

- 2. Intra-City Mileage: Submit vouchers for intra-city travel mileage on a [Travel Voucher](#) supported by an itemized listing of dates, persons or places contacted, street address of location, nature of the official business, general benefit, and mileage. If attending a conference or meeting, then provide the name and a specific benefit of the meeting. Trips of a repetitious nature require a chronological list of dates, mileage, plus a single explanation of the nature and benefit of the trips, the address listed once, and total mileage. A travel requisition (advanced approval) is not required for reimbursement of intra-city mileage. Allowable travel expense reimbursements within the employee’s headquarter city are generally limited to reimbursement for automobile mileage and parking incurred while on official University business.
- 3. Mileage to Airport: Car mileage from an individual’s residence to and from the San Antonio Airport cannot exceed the mileage from the Health Science Center or the off-campus work site to the airport.
- 4. Mileage from Residence: Dates, times, and a description of the circumstances must be given on the [Travel Voucher](#). Mileage reimbursement between an employee’s residence and his/her work location will be reimbursed only if the individual is required by his/her job duties to travel to the work location and all of the following circumstances exist:
 - a. There is a threat to public health or safety.
 - b. There is damage or a threat of damage to public property.

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c. The travel occurs during non-working hours.

5. Out-of-State Mileage: Mileage reimbursement to out-of-state duty points is limited to (1) either the state contract airfare if one exists between the designated headquarters and the duty point city or to coach airfare plus (2) the reasonable expense of mileage to and from the airport and parking at the airport, unless the cost of mileage to the duty point is less. If this is the case, the employee needs to make a comparison analysis and so state on the [Travel Voucher](#). Per diem is determined travel time to and from the out-of-state duty point as if traveled by airline except when additional employees are transported.

When this occurs, per diem is based on reasonable motor vehicle time.

6. Same Itinerary/Multiple Travelers: Two or more employees with the same itinerary should travel in the same vehicle, but only one employee will receive mileage reimbursement. Each traveler may receive a per diem allowance if the trip is away from the employee's primary duty point with an overnight stay. If it is not feasible for employees to travel in the same car, then prior approval of the appropriate Executive Committee member must be obtained. A memo should be forwarded with the [Travel Voucher](#) indicating the approval.