

HEALTH SCIENCE CENTER HANDBOOK OF OPERATING PROCEDURES

Chapter 6	Fiscal Policies and Procedures	Effective:	May 2000
Section 6.2	Travel	Revised:	September 2008
Policy 6.2.22	Meals and Lodging Expenses on Travel Voucher	Responsibility:	Assistant Vice President for Business Affairs

MEALS AND LODGING EXPENSES ON TRAVEL VOUCHER

Policy

An employee traveling on official business may be reimbursed for meals and lodging, as determined by the following Health Science Center rules and by the State of Texas *Travel Allowance Guide* at http://www.window.state.tx.us/fm/travel/out_of_state/rate_sched.html. Meals and lodging are based on actual expenses. Some fund groups have a set maximum limit for these costs. Lodging expenses at a location other than a commercial lodging establishment cannot be reimbursed.

“Designated headquarters” is the corporate limits of the city of the employee’s primary duty point. Official time is the departure and return time to the city limits of the employee’s primary duty point. If the employee flies, the time of departure and return is that of the airline, not when the employee leaves from or returns to the office or home.

Rules for reimbursement of meals and lodging expenses are indicated in detail below. The rules for domestic travel are summarized in the table at the end of this section.

Within Headquarters City

Reimbursement for meals and lodging is not allowed from any fund group.

In-State, No Overnight Stay

Reimbursement for meals and lodging is not allowed from any group. However, show time leaving and returning to duty point on the back of the [Travel Voucher](#).

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In-State with Overnight Stay, State Funds and Federal/State Grant Funds (14xxx, 15xxx, 21001, 410xx, 42xxx, 23055, 23056, 23065, 23066, 23070, 439xx, 449xx, and 44097)

Reimbursement for meals cannot exceed \$36 a day. Lodging cannot exceed \$85 a day. The itemized hotel bill must be submitted with the [Travel Voucher](#). Show the time leaving and returning on the back of the [Travel Voucher](#).

Out-of-State, No Overnight Stay

Reimbursement for meals and lodging is not allowed from any fund group. However, show time leaving and returning to duty point on the back of the [Travel Voucher](#).

Out-of-State with Overnight Stay, State Funds and Federal/State Grant Funds (14xxx, 15xxx, 21001, 410xx-42xxx, 23055, 23056, 23065, 23066, 23070, 449xx, and 44097)

Reimbursement for meals and lodging is determined by the location of the business site. Out-of-state meals and lodging rates are maintained by the State Comptroller at http://www.window.state.tx.us/fm/travel/out_of_state/rate_sched.html. The itemized hotel bill must be submitted with the [Travel Voucher](#). Show the times leaving and returning to duty point on the back of the [Travel Voucher](#).

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Outside the Continental United States with Overnight Stay, All Fund Groups

Actual expenses for meals and lodging are allowed when traveling to Alaska, Hawaii, Mexico, Canada, U.S. protectorates, and foreign countries. Rates of exchange can be obtained at <http://www.oanda.com/converter/classic> attach a copy of the rate of exchange from the web site. Expenses on the [Travel Voucher](#) must be listed in American dollars. The itemized hotel bill must be submitted with the [Travel Voucher](#). Show the times leaving and returning.

Travel In-State or Out-of-State with Overnight Stay, Private Grants and Non-State/Non-Federal Fund Groups (430xx - 44099, 48xxx, 35001, and 23xxx (except 23055, 23056, 23065, 23066, and 23070, 439xx and 44097)

Actual expenses for meals and lodging will be reimbursed up to \$250 a day. For out-of-state, if expenses exceed \$250 the traveler can receive the greater of \$250 or the rate allowed for that location. The itemized hotel bill must be submitted with the [Travel Voucher](#). Show the times leaving and returning.

No Lodging Charges

Employees who have no lodging charges due to staying with friends or relatives may be reimbursed for their meals only. Meals cannot exceed the maximum allowed for that location and account. Refer to specific circumstances described above.

Room Rates

If two or more individuals on University business share a room, each needs to claim an equal portion of the room charge. When sharing with an individual not on University business, the traveler may be reimbursed at a rate not to exceed the single room rate. In this situation evidence of the single room rate should be included with the [Travel Voucher](#).

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Texas Occupancy Tax

Employees traveling in Texas on official business are exempt from paying the Texas State Hotel Occupancy Tax. When checking in, employees should give a completed and signed [Texas Hotel Occupancy Tax Exemption Certificate](#) to the hotel clerk. Health Science Center employees are not exempt from paying county and city occupancy taxes; the reimbursement for these two taxes may not exceed the applicable tax rate multiplied by \$85 (maximum lodging reimbursement allowed) for state accounts and state and federal grants. The lodging tax for all other accounts will be the applicable tax rate multiplied by the maximum lodging reimbursement allowed for that account. If the lodging paid was less than the maximum allowed for that account, the room tax reimbursement will be the actual taxes paid. The type of tax (city and county) must be identified on the front of the [Travel Voucher](#) under "Other Travel Expenses".

Out-of-State Lodging Occupancy Tax

All lodging occupancy taxes must be paid for out-of-state trips. Reimbursement for these taxes is limited to the applicable tax rate multiplied by the maximum lodging reimbursement rate established for that location for state accounts and state and federal grants. The lodging tax for all other accounts will be the applicable tax rate multiplied by the maximum lodging allowed for that account. If the lodging was less than the maximum allowed for that location or account, the room tax reimbursement will be the actual taxes paid. These lodging taxes should be claimed on the front of the [Travel Voucher](#) under "Other Travel Expenses" on the line below the registration line.

Practice Plan Funds (22xxx)

Actual expenses for meals and lodging can be reimbursed with the approval of department head. Expenses not allowed are: movies; suites of double rooms (unless shared with other meeting attendees); alcoholic beverages; and personal phone calls.

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Summary of Domestic Travel Reimbursement Rates

Fund Groups		Travel Scenario	
		<i>In-state with overnight stay</i>	<i>Out-of-state with overnight stay</i>
State funds (including Tobacco) and federal or state grant funds	14xxx, 15xxx, 21001, 23055, 23056, 23065, 23066, 23070, 410xx, 42xxx, 439xx, 449xx and 44097.	Meals up to \$36/day and lodging up to \$85 per day.	Limited to per diem rates published by the GSA for the business city and season of the year.
Private grants and non-state, non-federal funds, including most designated & auxiliary.	43001– 44099, 48xxx, 35001, and 23xxx (except funds listed above)	Actual meals and lodging expenses up to \$250 per day total.	Actual meals and lodging expenses up to \$250 per day. If actual expenses exceed \$250, reimburse the greater of \$250 or published GSA per diem for business city/season.
Practice Plan funds	22xxx	*Actual expenses.	*Actual expenses.

* Actual expenses exclude movies, double suites, alcoholic beverages, personal phone calls and other unallowable expenses.