

# Travel Office

Training and Guidelines  
Presented by Business Operations

Updated 03/01/2022

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The choice  
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# UHCL Travel Office

The UHCL Travel Office is part of Accounts Payable, a department in Business Operations.

## Mission Statement

The Travel Office is committed to supporting the educational mission of the university through exceptional customer service to the university community, providing accurate reimbursement processing, and ensuring compliance with UHCL, UH System, and State of Texas guidelines.

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It always begins with a **TEAM!**



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# Objectives

- Travel Office Services
- Travel Pertinent Information
- Travel Policies
- IRS Publications
- Travel Processes
- Travel Authorization Tips
- Traveler/Designee Responsibilities
- Travel Office Responsibilities
- Car Rental
- Eligible Expenses and Required Receipts
- Education Abroad Program
- Expense Report
- Travel Do's and Don'ts
- Q & A and Online Resources
- Contact Information

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# Travel Office Services

- Exceptional customer service.
- On-going education of policies and procedures.
- Purchase airfare tickets for employees, prospective employees and UHCL students as requested with approved travel.
- Issue Travel Advance Program (TAP) cards when requested.
- Audit Expense Reports
- Prepare Travel Reimbursement Vouchers.
- Assist with per-diem rates. See below hyperlink  
[http://www.gsa.gov/portal/content/104877?utm\\_source=OCM&utm\\_medium=print-radio&utm\\_term=HP\\_01\\_Requested\\_perdiem&utm\\_campaign=shortcuts](http://www.gsa.gov/portal/content/104877?utm_source=OCM&utm_medium=print-radio&utm_term=HP_01_Requested_perdiem&utm_campaign=shortcuts)
- Ensure compliance with travel policies.

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# Travel Pertinent Information

- Employees, Prospective Employees, students
- Travel in:
  - University vehicles
  - Personal vehicles
  - Airlines
  - Shuttle Bus
  - Rental Car
  - Car Pool
- Overnight Stay vs. Non-Overnight Stay
- Travel Authorization vs. Mileage Authorization
- State funds (1XXX) vs. Local funds(2XXX, 3XXX, 5XXX)
- Domestic vs. Foreign Travel
- PaymentWorks Vendor Set Up
- Accounts Payable vendor ID vs. PeopleSoft ID

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# Travel Policies

- UHCL Travel

<https://www.uhcl.edu/about/administrative-offices/travel/>

- UHCL Travel Guidelines

<https://www.uhcl.edu/about/administrative-offices/travel/documents/uhcl-travel-guidelines.pdf>

- UH System Administrative Memorandum Business Travel 03.A.03

<http://www.uhsystem.edu/compliance-ethics/docs/sam/03/3a3.pdf>

- Texas Government Code Chapter 660

<https://statutes.capitol.texas.gov/Docs/GV/htm/GV.660.htm>

- Texas Administrative Code Chapter 20 Rule §20.303

[https://texreg.sos.state.tx.us/public/readtac\\$ext.ViewTAC?tac\\_view=4&ti=34&pt=1&ch=20](https://texreg.sos.state.tx.us/public/readtac$ext.ViewTAC?tac_view=4&ti=34&pt=1&ch=20)

- US Treasury Regulations

<https://www.irs.gov/privacy-disclosure/tax-code-regulations-and-official-guidance>

- IRS Publication 463: Travel, Gift, and Car Expenses

<https://www.irs.gov/pub/irs-pdf/p463.pdf>

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# IRS Publication 463:

## Personal and Business Domestic Travel

- IRS publication on domestic travel when combining personal travel with official business travel within the United States. In accordance to IRS Publication 463, Treasury Regulations, Subchapter A, Sec. 1.162-2 – When the number of “days spent on business activities” is less than or equal to the number of days spent on personal activities the cost of traveling to/from the destination (airfare, mileage to/from airport, airport parking, etc.) may not be directly charged to the university or reimbursed. Only expenses that are directly related to conducting university business may be charged to or reimbursed by the university, such as **lodging and meals on “days spent on business activities,”** and **local transportation costs to/from business meetings.**
- More details and examples may be found:  
<http://www.irs.gov/pub/irs-pdf/p463.pdf>  
<https://www.irs.gov/privacy-disclosure/tax-code-regulations-and-official-guidance>
- This does not apply to foreign travel.

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# IRS Publication 463:

## Personal and Business Domestic Travel (cont')

- **60 Calendar Days Rule – Reimbursed as Taxable Income:**
  - Employees, prospective employees, and students must submit their travel request for reimbursement, including required documentation with original receipts, to the travel office **no later than 60 calendar days after travel is completed**. In accordance with Internal Revenue Service requirements for an accountable plan, all reimbursement requests submitted to the Travel office **after the 60 calendar days will be treated as taxable income to the payee**. This does not apply to local mileage.
  - Non-overnight transportation is not taxable, regardless of destination.

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# Travel Process

- Use current Travel Authorization (TA) Form and Expense Report
- Prospective and new employees – Vendor set up through PaymentWorks.
- Ensure Accounts Payable Vendor ID is used, not PeopleSoft User ID, in order to get reimbursed.
- Traveler/department completes the TA and acquires signature approvals.
- Department encumbers funds on a Travel Purchase Order in Business Unit TR759. The Travel PO # should be added to the pdf of the TA and later on the expense report.
- Once encumbered, department should send copy of TA and PO to the traveler and Business Administrator (CBA/DBA).
- Domestic travel (includes USA, Puerto Rico, Canada & Mexico)
- Do not use state funds for any travel.

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Departmental Travel Authorization Form  
(for travel beginning 01/01/2022)

Travel PO# \_\_\_\_\_

\* See instruction tab for instructions and more information

\* Traveler Name - First: \_\_\_\_\_ M.I.: \_\_\_\_\_ Last Name: \_\_\_\_\_

Gender as per gov't ID: \_\_\_\_\_ Phone Ext: \_\_\_\_\_ \* Accounts Payable Vendor ID#: \_\_\_\_\_

Title of traveler: \_\_\_\_\_ Department: \_\_\_\_\_

Traveler's email: \_\_\_\_\_

Dates of travel: \_\_\_\_\_ to \_\_\_\_\_

\* If any dates will be spent primarily on non-business activities, specify those here: \_\_\_\_\_

Check one:  
\* Foreign Travel  Domestic Travel

Destination: \_\_\_\_\_

Purpose of trip: \_\_\_\_\_

Benefit to UHCL: \_\_\_\_\_

Estimated Expenses Worksheet:		* Dept Pay	* Hotel TAP Card	Reimburse Traveler	* UHCL Pay Directly
* Airfare	_____			<input type="checkbox"/>	<input type="checkbox"/>
* Lodging	_____		<input type="checkbox"/>	<input type="checkbox"/>	
* Meals	_____			<input type="checkbox"/>	
* Mileage - # of Miles _____	\$ -			<input type="checkbox"/>	
* Rental Car/Taxi	_____			<input type="checkbox"/>	<input type="checkbox"/>
* Parking	_____			<input type="checkbox"/>	
* Conference Registration	_____	<input type="checkbox"/>		<input type="checkbox"/>	
Others (specify): _____ _____				<input type="checkbox"/>	
<b>Estimated Expenses Sub-Total:</b>	<b>\$0.00</b>		<b>Grand Total:</b>	<b>\$0.00</b>	

Use the Sub-Total for encumbrance consideration. The Grand Total includes items paid by department which do not need to be encumbered.

\* Check here for approved excess lodging  \* Check here if overages of 10% or less are pre-approved

For Departmental Use Only - Account code/Cost Center/Approved Amounts/Limits				
Account Code Options	Account Code	Cost Center	Special Code	* Funds - Check box if limited to the \$ amount
Choose only one:				<input type="checkbox"/>
54105 In State Per Diem	_____	_____	_____	<input type="checkbox"/>
54113 Out of State Per Diem	_____	_____	_____	<input type="checkbox"/>
For Blanket Mileage: 54102 Texas Mileage	_____	_____	_____	<input type="checkbox"/>
<b>Approved Amount to Encumber</b>				<b>\$0.00</b>

SIGNATURE APPROVALS I have read and understand the UHCL Travel Guidelines, available at: [www.uhcl.edu/travel/resources](http://www.uhcl.edu/travel/resources)

Traveler: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Business Administrator: \_\_\_\_\_

Dean/Department Head: \_\_\_\_\_

Office of Sponsored Programs: \_\_\_\_\_


Foreign Travel Approval

President, Sr. VP/Provost, or VP for traveler's division

Signature \_\_\_\_\_ Date \_\_\_\_\_ Type/Print Name \_\_\_\_\_

Send copies to Traveler, Business Administrator and: \_\_\_\_\_

# TA Form Tips

**University of Houston  Clear Lake**

**Departmental Travel Authorization Form**  
(for travel beginning 01/01/2021)

Travel PO# \_\_\_\_\_

\* See instruction tab for instructions and more information

\* Traveler Name - First: \_\_\_\_\_ M.I.: \_\_\_\_\_ Last Name: \_\_\_\_\_

Gender as per govt ID \_\_\_\_\_ Phone Ext: \_\_\_\_\_ \* Accounts Payable Vendor ID#: \_\_\_\_\_

Title of Traveler: \_\_\_\_\_ Department: \_\_\_\_\_

Traveler's email: \_\_\_\_\_

Dates of travel: \_\_\_\_\_ to \_\_\_\_\_

\* If any dates will be spent primarily on non-business activities, specify those here: \_\_\_\_\_

Destination: \_\_\_\_\_

Purpose of trip: \_\_\_\_\_

Benefit to UHCL: \_\_\_\_\_

**Check one:**  
\* Foreign Travel  Domestic Travel

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# TA Form Tips cont.

**Estimated Expenses Worksheet:**

		▪ Dept Pay	▪ Hotel TAP Card	Reimburse Traveler	▪ UHCL Pay Directly
▪ Airfare	<input type="text"/>			<input type="checkbox"/>	<input type="checkbox"/>
▪ Lodging	<input type="text"/>		<input type="checkbox"/>	<input type="checkbox"/>	
▪ Meals	<input type="text"/>			<input type="checkbox"/>	
▪ Mileage - # of Miles	\$ -			<input type="checkbox"/>	
▪ Rental Car/Taxi	<input type="text"/>			<input type="checkbox"/>	<input type="checkbox"/>
▪ Parking	<input type="text"/>			<input type="checkbox"/>	
▪ Conference Registration	<input type="text"/>	<input type="checkbox"/>		<input type="checkbox"/>	
Others (specify):	<input type="text"/>			<input type="checkbox"/>	
	<input type="text"/>			<input type="checkbox"/>	
	<input type="text"/>			<input type="checkbox"/>	
<b>Estimated Expenses Sub-Total:</b>	<b>\$0.00</b>		<b>Grand Total:</b>	<b>\$0.00</b>	

Use the Sub-Total for encumbrance consideration. The Grand Total includes items paid by department which do not need to be encumbered.

▪ Check here for approved excess lodging

▪ Check here if overages of 10% or less are pre-approved

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# TA Form Tips cont.

For Departmental Use Only - Account code/Cost Center/Approved Amounts/Limits				
<u>Account Code Options</u>	<u>Account Code</u>	<u>Cost Center</u>	<u>Spced Type</u>	* Funds - Check box if Limited to the \$ amount
Choose only one:				<input type="checkbox"/>
56105 In State Per Diem	_____	_____	_____	<input type="checkbox"/>
56113 Out of State Per Diem	_____	_____	_____	<input type="checkbox"/>
For Blanket Mileage: 56102 Texas Mileage	_____	_____	_____	<input type="checkbox"/>
			Approved Amount to Encumber	\$0.00

# TA Form Tips cont.

<b><u>SIGNATURE APPROVALS</u></b>	<b>I have read and understand the UHCL Travel Guidelines, available at:</b>	<a href="http://www.uhcl.edu/travel/resources">www.uhcl.edu/travel/resources</a>	
Traveler:	_____	_____	_____
Supervisor:	_____	_____	_____
Business Administrator:	_____	_____	_____
Dean/Department Head:	_____	_____	_____
Office of Sponsored Programs:	_____	_____	_____
	<b>Signature</b>	<b>Date</b>	<b>Type/Print Name</b>
<b>Foreign Travel Approval</b>	_____	_____	_____
President, Sr. VP/Provost, or VP for traveler's division	<b>Signature</b>	<b>Date</b>	<b>Type/Print Name</b>
Send copies to <u>Traveler, Business Administrator</u> and:	_____		
Revised 01/05/2022	UHCL Travel Office 2700 Bay Area Blvd. Mail Code 105 Houston, TX 77058 281-283-2270		<a href="mailto:traveloffice@uhcl.edu">traveloffice@uhcl.edu</a>

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# Traveler/Department Responsibilities

- Traveler and/or Department's responsibilities include:
  - Complete a Travel Authorization (TA) form and acquire approval signatures;
  - Encumber funds on a Travel PO;
  - Purchase airfare tickets (limited to the lowest class fare) or send preferred flight itinerary along with TA and PO to Travel Office requesting ticket purchase;
  - Route any airfare questions and bookings through the Travel Office;
  - Car rental - Reservations may be made online, by calling the rental car company directly or emailing the request to the Travel Office along with the TA & Travel PO. If requesting a large vehicle, justification must be provided;
  - Revisions to Foreign TA must be signed by all parties on original form. No emails will be accepted for revisions;

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# Traveler/Department Responsibilities (con't)

- Traveler and/or Department's responsibilities include:
  - Seek approval from the Office of Education Abroad and Scholar Services for **all UHCL international travel requests**.
  - Submit the Export Controls & Embargo form with TA for Foreign travels;
  - Submit the Fly America Waiver Checklist Form for foreign travel and it must be signed by OSP if federal funds are used;
  - Review the itinerary once the tickets are purchased;
  - Submit or return TAP card (if applicable) with expense reports and receipts ASAP;
  - Upload the conference agenda with the Travel PO supporting documents and send with the expense report supporting documents;
  - Use the appropriate forms, available on UHCL Travel website: <https://www.uhcl.edu/about/administrative-offices/travel/forms>

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# Traveler/Department Responsibilities (con't)

- Prior to travel –
  - Always check the weather in case of delays;
  - Be sure to have proper documentation (Passport, Visa, Driver's License, Boarding Passes, etc.) ;
  - Airports & airlines change their processes and procedures often for security reasons, so be alert;
  - Be aware of restricted carry-on material.

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# Travel Office Responsibilities

- Travel Department responsibilities include:
  - Respond to Traveler or Department inquiries;
  - Purchase internet airline ticket, if requested;
  - Issue TAP card (if requested);
  - Provide Identifier Rate Codes;
  - Email sent to traveler and designee once tickets are purchased;
  - Audit expense reports for reimbursement within 20 business days;
  - Provide assistance with any travel related questions.

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# Car Rental

- State Travel Management Program have discounted rates Car Rental contracts available for business-related travel. Loss Damage Waiver is included with rate, **no additional insurance is reimbursable.**
- A list of these state contracts and additional information is available at: <https://comptroller.texas.gov/purchasing/programs/travel-management/>
- Reservations can be made online or by calling the rental car company directly. Please contact the Travel Office for the Identifier Rate Codes.
  - Enterprise Rent-A-Car      www.enterprise.com      888-291-0359
  - Avis Car Rental              www.avis.com              800-331-1212
  - Hertz Corporation            www.hertz.com            800-654-3131
- Justification will need to be provided for renting a larger vehicle.
- **Do not bypass the counter. The original receipt is required for reimbursement of the expense.**
- Mileage cannot be claimed on rental vehicles.

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# Eligible Expenses and Required Receipts

- Required Receipts:
  - Mass transit, rental car, taxi, limousine, bus, subway, or any other mode of transportation.
  - Incidental expenses are reimbursable, such as parking, toll charges, etc.
  - Lodging receipts must show a \$0.00 balance.
  - Airline receipt showing form of payment must be included.
- Overnight Business Travel - Meal expenses incurred are reimbursed, not to exceed per diem rate. (Snacks, coffee, should be included in one of meal expense category and not in the incidentals or miscellaneous charges). **\*\*Departments may have their own rules or limits. Please check with your CBA/DBA.**
  - Do not seek reimbursement for expenses not incurred.
  - Lodging Expenses - Lodging expenses incurred on business travel, not to exceed per diem daily rate, unless otherwise approved by CBA/DBA.

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# Education Abroad Program


Education Abroad: The Office of Global Learning and Strategy (GLS) must approve all study abroad programs prior to encumbering funds on a Travel PO. Please contact the Dean of Students Office and Office of Global Learning and Strategy (GLS) for additional information on study abroad programs.

[Office of Education Abroad and Scholar Services](#)

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# Expense Report (Reimbursement Request)

University of Houston  Clear Lake

## Travel Expense Report

Travel Office Use:

Travel PO #

Travelers Name:

Destination:

Date	Arrival/ Departure Time	Item/Description	Airfare*	Hotel*	Hotel Taxes*	Rental Car, Taxi's etc.*	Breakfast	Lunch	Dinner	Misc <sup>1</sup>	Subtotal	# Miles Driven**	Total	
<i>* Must have receipts for these expenditures. ** Must provide mileage verification (i.e. Google Maps directions printout), if not previously provided with TA.</i>														
Office Use: (if applicable)	Per diem	/	56101/5615	56105/56113	56104/56112	56101/56115		56105 / 56113				56102/56109		
Totals											-	-	0.00	-
Less amounts paid by University			Enter here:										\$	-
Total Due to Traveler													-	

Each Miscellaneous Expense above must be itemized here and have a receipt attached.

Date	Item/Description (Tolls, Parking, Parking Taxes, etc.)	Amount
		-
		-
		-
		-
		-
		-

Miscellaneous Total: -

For International Travel, please indicate conversion rate used: \_\_\_\_\_ The link to a currency converter can be found on Travel's website.

I acknowledge and certify the above financial information is true and correct to the best of my knowledge and the request complies with the state travel guidelines, as found on UHCL Travel's website. I am aware that all reimbursements, other than blanket mileage, must be submitted within 60 days of trip return date, after which, those reimbursements will be processed as taxable income. Payment is now due and was not previously requested.

Please finalize this Travel PO. (This is the last reimbursement request I will be submitting under this Travel PO#.)

\_\_\_\_\_  
Traveler Signature Date

\_\_\_\_\_  
Supervisor Signature Date

Submit this completed form and any supporting documentation to the UHCL Travel Office. Please allow 10 business days for processing.  
UHCL Travel Office 2700 Bay Area Blvd, Mail Code 105 Houston, TX 77058 281-283-2270 [www.uhcl.edu/travel](http://www.uhcl.edu/travel) [traveloffice@uhcl.edu](mailto:traveloffice@uhcl.edu) Revised 1/5/2022



# Expense Report (Reimbursement Request) (con't)

- Input the date, time of departure/return and address of the location in the item description on travel expense log.
- Any changes in dates to the trip will need approval from the CBA/DBA and the traveler's supervisor.
- Always include airfare or hotel charges pre-paid by UHCL on your expense log. These are part of your expenses. You will then deduct these charges on your expense log under "Less Amounts Paid by University".
- List hotel room rate and taxes on a per day basis in appropriate columns.
- Travelers are responsible for following up if they have not received their reimbursement. It takes approximately 20 business days to process the reimbursement, once received in the travel office.
- Blanket Mileage - Requests for mileage reimbursement (local funds only) must be submitted to the travel office no more than once a fiscal quarter after the date of the first mileage expense incurred. This is to facilitate the cost effective reimbursement process by allowing employees to accumulate enough mileage expenses.
- Always use the appropriate form so that the mileage rate is accurate.

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# Travel Do's and Don'ts

## Do

- Obtain separate bills with each traveler's name when sharing lodging. Otherwise have the hotel document two methods of payment.
- Receipt submitted must show the method of payment. Hotel receipt must have a \$0.00 balance.
- For TAP cards email travel office at least 10 business days prior to travel. You must send a copy of the approved TA and the Travel PO with your request.
- Obtain a state sales tax exemption certificate if lodging in Texas, available through Travel's website.

## Don't

- Claim meal expenses for non-overnight trips. These are not reimbursable.
- Submit expenses for someone else's meal. If you have a business meal, contact your CBA/DBA for possible reimbursement.
- Allow any other charges on TAP card except lodging and travel related expenses.
- Ask the Travel Office to make personal travel arrangements or gather information for personal travel. This includes making reservations for family members when the employee is traveling on business.

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# Travel Do's and Don'ts (con't)

## Do (con't)

- Make an appointment with Travel Office staff for one-one travel assistance.
- Obtain a written airfare quote prior to travel when claiming mileage out of state. Reimbursement is limited to the airfare quote.
- Submit your expense reports ASAP or within 60 calendar days after travel is completed for the travel expense to be non-taxable.
- Submit receipts in a systematic manner. Take photo of receipt and store for your records.
- If a trip is cancelled or changes need to be made, please email the travel office.

## Don't (con't)

- Request the travel office to call the traveler to make arrangements.
- Submit loose receipts.
- Email or call the travel assistants directly. If you email someone directly and they are out or on vacation, we may not be able to assist you in a timely manner. Use [TravelOffice@uhcl.edu](mailto:TravelOffice@uhcl.edu) and x2270.
- Assume anything - call us first.

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# Questions?



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# Q & A

For an upcoming business trip to Orlando, FL, you may email the Travel Office to book your children's airline tickets as well, as long as you provide a personal credit card.

**False**

You rent a vehicle to drive to Dallas for a conference. You are taking three additional co-workers going to the same conference. You decide to upgrade the vehicle because the vehicle you originally rented is too small. The upgrade fee is reimbursable.

**True**



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## Q & A (con't)

When completing your TA, you indicate that you will be flying to Washington, D.C. Sunday night for a conference beginning Monday morning and ending Wednesday afternoon. Instead of flying home Wednesday evening, you plan to fly home Sunday. Because your personal days are equal to the number of business days, you will not be reimbursed for airfare, mileage to the airport, nor airport parking costs.

**True**

**Sunday-Wednesday count as 4 “business” days.  
Thursday-Sunday count as 4 “personal” days**

Employees can call the Travel Office to make airline reservations.

**False**



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# Online Resources

IRS Publication 463: Travel, Gift, and Car Expenses

<https://www.irs.gov/pub/irs-pdf/p463.pdf>

Out of State Meals and Lodging Rates

[http://www.gsa.gov/portal/content/104877?utm\\_source=OCM&utm\\_medium=print-radio&utm\\_term=HP\\_01\\_Requested\\_perdiem&utm\\_campaign=shortcuts](http://www.gsa.gov/portal/content/104877?utm_source=OCM&utm_medium=print-radio&utm_term=HP_01_Requested_perdiem&utm_campaign=shortcuts)

State of Texas Travel Contracts (airfare, lodging and rental car vendor lists)

<https://comptroller.texas.gov/purchasing/programs/travel-management/>

TexTravel – State of Texas travel rules

<https://fmx.cpa.state.tx.us/fmx/travel/texttravel/index.php>

UHCL Travel Office

<https://www.uhcl.edu/about/administrative-offices/travel/>

UH System Administrative Memorandum Business Travel 03.A.03

<http://www.uhsystem.edu/compliance-ethics/docs/sam/03/3a3.pdf>

US Treasury Regulations

<https://www.irs.gov/privacy-disclosure/tax-code-regulations-and-official-guidance>

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# Contact Information



- [Travel Office Website](#)
- Accounts Payable Staff:
  - Melissa Hernandez, Accounting Technician
  - Norma Villanueva, Accounting Technician
  - Christy Dunnahoe, Accounting Technician
  - Leanne Howell, Accounting Specialist
  - Rosie Pineda, Director, Accounts Payable
- Email: [TravelOffice@uhcl.edu](mailto:TravelOffice@uhcl.edu)
- Phone: 281-283-2270

*Kindly direct all questions to the above email account and phone number.*

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Thank you  
Have a safe journey

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