February 4, 2013

Good Morning Travel Preparers,

The following is information announced at the Procurement Services Forum last week. Please share with your travelers and contact travelservices@ttu.edu with any questions you may have.

1. The maximum state mileage reimbursement rate for travel by state employees in a personal vehicle will increase to 56.5 cents per mile, effective Jan. 1 to Dec. 31, 2013. This rate is consistent with the Internal Revenue Service’s standard mileage rate.

2. SPAR has requested that employee/student registration fees on grant funds (fund class 12D, 12E, 25B, 25C and fund group 21, 22, 23) are coded to the appropriate 7B account code. 7N0013 should not be used for these fund classes/groups.
   a. 7B0901 In State Registration Fee
   b. 7B1901 Out of State Registration Fee
   c. 7B2901 Foreign Registration Fee

3. Effective March 1, 2013, all lodging expenses that exceed the maximum lodging reimbursement rate will require a completed Travel Exception Form with the voucher and claim the overage on a FOP from either local or grant funds (if allowable on the grant).

   - U.S. GSA Federal Per Diem Rates (In and Out of State Travel)
     http://www.gsa.gov/portal/category/21287
   - If the city is not listed, but the county is listed; use the rate of the county.
   - For areas not listed (city or county), the rates for In and Out of State travel is $77.00
   - Per Diem Rates for Alaska and Hawaii
     http://www.defensetravel.dod.mil/site/perdiemCalc.cfm
   - International Per Diem Rates
     http://aoprals.state.gov/content.asp?content_id=184&menu_id=78%20
   - Overage at conference hotels will only require the Traveler's Signature and the Department Head Signature on the Travel Exception Form
   - For In-State and Out-of-State Travel, the traveler may claim less than the maximum per diem rate of meals and use the amount of the reduction to increase the maximum lodging reimbursement rate. Use of SPAR funds will require the exception form to be submitted
   - Travelers sharing lodging must each submit a travel voucher for reimbursement of their share of the room and may not exceed the per diem rate
• Contract Hotel Directory Listings for In-State and Out-of-State
  http://portal.cpa.state.tx.us/hotel/hotel_directory/index.cfm

• The Travel Exception form is located on the Travel Services website under Forms:
  http://www.depts.ttu.edu/procurement/travelservice/index.asp