May 14, 2013

Good Afternoon Travel Preparers,

In accordance with IRS regulations, we are required to report reimbursements that are not received in the Travel Office within 60 days of the trip end date. Effective immediately, we will “receive” travel vouchers and then review for documentation. Should the voucher need to be returned to the preparer, it will be electronically returned and the hardcopy will be returned via campus mail. The voucher will need to be resubmitted and the traveler and the supervisor will be required to once again approve the voucher.

The majority of vouchers that are returned are due to missing Exception Forms. The following are the most common travel expenses that require a completed (all three signatures) Travel Exception Form:

**LODGING**

- Lodging expense exceeds the per diem rate at a non-conference hotel (Note: Exception Form is not required if staying at a conference hotel; however, documentation showing that it was a conference hotel is required. Only Local funds may be used for expenses over the per diem.)

**AIRFARE EXPENSE**

- Preferred Seating (Early Bird fees, Business Select, etc.)
- Travel Insurance for airfare.
- Additional Baggage fees (one allowed each way)
- First Class for Foreign Travel

**MEALS**

- Per Diem reimbursement if meal was provided at conference and no itemized meal receipt is available.

**RENTAL CAR**

- GPS fees
- Renting larger (SUV/Minivan) vehicles than the allowable standard size.
- Having taxi expenses and rental car for the same location.
- Renting a vehicle when staying at the conference hotel.

**PERSONAL MILEAGE**

- Mileage reimbursement for each employee to use their own vehicle when two or more travel from the same dept.
- Mileage instead of compare to airfare when travelling out of state.

We would like to request your assistance in aiding the Travel department in order for us to expedite travel vouchers more quickly. Please print out the Voucher Worksheet and Coversheet and put documentation in Worksheet order prior to submitting to the Travel Office and include a completed Travel Exception Form if necessary.

Please contact TravelServices@ttu.edu with any questions you may have.