

# Reference Guide for Travel Cost Reimbursement for Graduate Students

## REQUIREMENTS

- Student must be presenting at a professional conference to be eligible for funding.
- If you are receiving funding from the Graduate School, the **travel preparer in your academic department** will file your online travel documents for you. DO NOT submit the online travel documents yourself, or funding may be jeopardized
- DO NOT use services such as Expedia, Travelocity, Orbitz, etc. The state requires details for airfare, lodging and car rental receipts, which usually cannot be obtained from these online travel booking services.

**Airfare**

- Keep the original detailed itinerary/receipt, showing names of the passenger and the airline, ticket number, class of transportation, fare basis code, the amount paid and the scheduled departure and return dates and times.
- If the return flight was delayed, indicate this. Delays can affect other claims on the voucher, such as allowable meals.

---

**Registration Fees**

- Registration fees will only be reimbursed if you pay the registration fee yourself and claim it on the travel voucher. You must provide an acceptable receipt or confirmation that indicates how much you paid.
- Meals included with registration fees should not be claimed on vouchers as a separate meal.

---

**Lodging**

- For travel in Texas, you can be reimbursed for lodging expenses up to \$85 per day. When checking into the hotel, make sure you present the front desk clerk with a hotel tax exemption form. You cannot be reimbursed for Texas state hotel tax. Tax exemption cards are available through your travel preparer.
- For travel in the other 47 contiguous states, you can be reimbursed for lodging expenses **up to the federal locality-based rate**. This rate can also be found online at <http://www.fiscal.ttuhs.edu/travel2/links.aspx>. (Click on "Help" and then "Links")
- For travel to Alaska and Hawaii, you can be reimbursed for actual expenses.
- For lodging at a conference hotel where the rate is greater than the allowable, you may be allowed the difference. You will need documentation that your hotel was a conference hotel. Save a copy of the program or print out the information from the conference website.
- When sharing the hotel room with another student, ask the hotel to prepare separate receipts. If they will not do this, try to get both names listed on the receipt. When you are checking out, each traveler should pay for his/her share of the room expenses.
- Keep the original detailed receipt showing the name of the traveler, the name and location of the hotel, a daily itemization of charges, and the amount paid.

---

**Rental Cars**

- Only rent cars from Avis or Enterprise and tell them you are with the State of Texas. The state contract rate includes loss damage waiver (LDW or CDW) and you can only be reimbursed for mandatory charges, not optional items. Let the car rental agency know that you are a state employee or provide them with the contract number: **Avis—F999733 or Enterprise—TX733**.
- Rental car expenses may not be split between travelers, and gasoline expenses may only be reimbursed to the person who rented the car.
- Only rentals for compact, intermediate or full-size sedans are reimbursed. If you need a larger vehicle, you must justify that choice in writing.
- Get an itemized receipt for your rental car expenses when you turn in the car.

---

**Personal Cars**

- You can claim gasoline OR personal mileage but not both. If claiming mileage, provide documentation from MapQuest or Google Maps showing mileage from city-to-city
- Gas expenses equal to the cost for the distance of the trip may be reimbursed. Keep gas purchase receipts.

---

**Meals**

**Graduate School funds DO NOT cover meals. If funds from your department cover meals, following are some general guidelines that may apply:**

- Meals are automatically prorated based on the time of departure from and return to Lubbock. The times on your voucher must be accurate.
- For travel in Texas, actual meal expenses can be reimbursed up to \$36 per day without meal receipts. (The university does not reimburse tips.)
- For travel in the other 47 contiguous states, actual expenses can be reimbursed up to the federal locality-based per diem without submitting receipts. (For a listing of the per diems, check with the travel preparer in your department.)
- For travel to Alaska and Hawaii, only actual meal expenses can be reimbursed. Keep detailed meal receipts.
- Meals included in the registration fee or lodging fee should not also be included on your voucher.
- On state-appropriated accounts, official functions (conference luncheons, banquets) can be reimbursed only up to the per diem allowance for that meal. You cannot be reimbursed for entertainment or personal expenses (sightseeing tours, golf tournaments, tee shirts, etc.).