

Reference Guide for Travel Cost Reimbursement for Graduate Students

**** Please see the Funding Guidelines and Checklist for a list of all requirements and restrictions.**

- **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.
- **Lodging** – When checking into the hotel, make sure you present the front desk clerk with a hotel tax exemption form. You will not be reimbursed for Texas state hotel tax. Tax exemptions forms are available in the Travel Office or through your departmental travel preparer. For lodging in the other 49 states, you can be reimbursed for lodging expenses up to the federal locality-based rate. See your departmental travel preparer for a listing of these rates. If traveling internationally, actual lodging expenses will most likely be reimbursed.
 - **Conference Hotels** – 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.
 - **Sharing a Room** – When sharing a room with another student, ask the hotel to prepare **separate receipts**. If they will not do this, try to get all names listed on the receipt.
 - Keep the **original detailed receipt** showing your name, the name and location of the hotel, daily itemization of charges and the amount paid. The receipt must show a zero balance due.
- **Rental Cars** – Only rent cars from Avis, Enterprise or Hertz and tell them you are with the State of Texas and provide them with the contract number. The state contract rate includes a loss damage waiver and you will only be reimbursed for mandatory charges, not optional items.
 - **Sharing a Rental car** – Rental car expenses may not be split between travelers. Only one traveler will be reimbursed for the rental car. If you share the gas expense, each traveler must submit their own gas receipts.
 - **Size of Rental Car** – Only rental for compact, intermediate or full-size sedans are reimbursed. If you need a larger vehicle, you must justify that choice in writing.
- **Personal Cars** – You can claim gasoline or personal auto mileage, **but not both**. If claiming mileage, provide documentation from MapQuest or Google Maps showing the mileage from city-to-city. If claiming gasoline, gas expenses equal to the cost for the distance of the trip may be reimbursed.
- **Meals** – The Graduate School commitment does **not** include meals. However, any remaining funds, department matching or other sources not exceeding the commitment, may be used for food or other travel expenses. Meals are automatically prorated based on the time of departure from and return to Lubbock. The times on your voucher must be accurate. For meals in the 50 United States, meal expenses will be reimbursed only up to the per diem allowance for that meal. (The university does not reimburse tips.) For meals during international travel, keep and submit actual receipts. Meals included in the registration fee or lodging fee should not be claimed on your voucher. You will not be reimbursed for entertainment or personal expenses (sightseeing tours, tee shirts, etc.)

I have read and understand the Reference Guide above.

Signature of Applicant

Date