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# TRAVEL VOUCHER CHECKLIST

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## COMMERCIAL AIR DOCUMENTATION

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- Airfare receipt required:
  - ❖ Receipt must verify the following information:
    - Name of Traveler
    - Complete itinerary with confirmation of travel dates and locations
    - Booking class
    - Confirmation of payment
- If airfare receipt does not confirm payment/payment method, include a copy of the traveler's bank or credit card statement verifying the airfare amount posted to their account. **ALL PROTECTED INFORMATION MUST BE REDACTED OR VOUCHER WILL BE RETURNED TO YOU.**
- If airfare receipt indicates a ticket exchange was utilized for payment, include any/all original airfare receipts that were utilized for the exchange.
- Early bird-check in is not reimbursable. If purchased, remove from the reimbursement amount.
- Business Select class and seat upgrades may be paid or reimbursed if they are the **only** available airfare. You must provide local funding for Business Select and upgrades.
- BTA (Business Travel Account) – If using restricted funds (Funds beginning with 10, 12, 21 or 22) must use National Travel Systems (NTS) travel agency for commercial airfare reservations.

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## FOOD & ENTERTAINMENT

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- Itemized receipts are required.
- Clearly state the Business Purpose of the meeting.
- List all attendees and titles.
- No restricted funds. F & E expenses must be allocated to local FOAPs only.
- Alcohol is NOT reimbursable on any fund through Travel.

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## LODGING & HOTEL TAX

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- Hotel or other commercial lodging establishment receipt required:
  - ❖ Receipt must verify the following information:
    - Name of traveler
    - Check-in/departure dates
    - Hotel location
    - Itemization of charges
    - Proof of payment
- If the receipt does not reflect payment or a 0.00 balance, you may contact the hotel for an updated invoice OR include a copy of the traveler's Bank or credit card statement (Redact Protected information) verifying the balance was paid.
- Enter the daily rate and daily hotel taxes EXACTLY as charged on the invoice for each day. Do not enter expenses as the average amounts charged per day.
- If lodging is in the state of Texas, provide the hotel or other commercial lodging establishment with the [Texas Hotel Occupancy Tax Exemption Certification](#) and verify that you have not been charged state sales tax on your receipt at the end of your stay.

## PERSONAL AUTO MILEAGE

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- MapQuest documentation or Mileage Log must be provided.
  - ❖ Mileage accruals not related to a specific business trip must be submitted on a monthly basis.
- When utilizing restricted funds for the reimbursement of Personal Auto Mileage, the Rental Car VS. Mileage Calculator (found on the [Travel Links](#) page) MUST be completed. The State Comptroller's office reviews the lesser cost and only the lesser cost can be allocated to state funds. The remaining amount (if any) should be allocated to a Local FOAP. The following documentation must be submitted along with the Mileage Calculator:
  - ❖ MapQuest Point to Point Mileage – or Odometer Reading Log
  - ❖ Rental Car Quote from state rental car agency
  - ❖ Cost of Fuel from [GasBuddy.com](#)
- Employee should choose the **most cost effective method of transportation** available.

## MEALS

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- Itemized receipts required (including meals on lodging folio):
  - ❖ Receipt must verify location and date
- Only the traveler's individual meals are reimbursable. If the receipt includes meals of others, advise which specific items belonged to the employee and calculate the individual items, tax and tip.
- If the receipt includes an alcohol purchase, the alcohol charge must be removed along with the tax and tip related to the alcohol purchase
- All tip reimbursements must be allocated to a local FOAP. If the tips are allocated to a state or restricted fund and there is no local FOAP listed on the voucher, Travel Office will remove the tips from the voucher. The department has the option of submitting another application/voucher for the tips only with an appropriate FOAP.

## RENTAL CAR

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- Final receipt from Rental Car agency required (estimated charges or rental agreements are not acceptable) and must verify the following information:
  - ❖ Name of Driver
    - Pick up/drop off locations and dates
    - Contract Vendor was utilized & contract rate amount
    - Proof of Payment
- Avis, Budget, National, Enterprise and Hertz are the approved contract vendors. If none of these vendors were utilized for the traveler's rental vehicle, attach a completed "Exceptions for Use of Contract Travel Services" document indicating why the employee utilized a different vendor. If no exceptions apply, the reimbursement amount must be reduced to the approximate cost of a rental vehicle through one of the approved vendors.
- TTUHSC will reimburse up to a full-sized vehicle. If an employee rents a larger vehicle class, indicate the business reason for the upgrade. If the larger vehicle class was merely a preference of the traveler, the reimbursement amount must be reduced to the cost of a full-sized rental.
- Fuel Service Option is reimbursable and must be included in the total cost of the rental car. Do NOT allocate to the "Other" Expense Category.
- Additional insurance/optional services through the Contract vendors are not reimbursable. The contracted daily rate includes the necessary insurance.

## REGISTRATION FEES

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- The PCard is the preferred method of payment for Registration Fees.
- Receipt/Invoice from the Vendor is required.
  - ❖ Receipt or Invoice must verify the name of the event, date and payment confirmation

## OTHER REQUIREMENTS

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- Exceptions – If not using a state contracted travel service, the [Exceptions to the Use of Contract Travel Services](#) form must be included with a valid reason for the exception.
- Conference Fact Sheet or Agenda
  - ❖ Must include conference name, location and dates.
- Approvals
  - ❖ Must be traveler's immediate supervisor or superior.
- Comments
  - ❖ Use to explain special circumstances such as airfare exchanges, multiple lodging sites, rental care exceptions, etc.
- Tips
  - ❖ Tips of any kind are not reimbursable from state funds.
- Packaged Travel
  - ❖ The receipts must separately state the cost of each type of travel arrangement. Use only local funds.
  - ❖ Remove the 6% Sales Tax for lodging in Texas
- Trip insurance of any kind is not reimbursable.
- Do not provide contract identifiers for the State of Texas to Non-Employees (Ex: Speakers, Students)
- It is your responsibility as a TTUHSC employee who travels to read and understand [TTUHSC OP 79.06](#), detailing expense requirements.

More information? Go to [TTUHSC Travel Home](#).

Questions? Contact [travel@ttuhsc.edu](mailto:travel@ttuhsc.edu).