



## **Requirements for Employee Advisory Council (EAC) Travel Reimbursement**

**System Administration reimburses EAC expenses from state fund accounts. In order to receive reimbursement, EAC members must comply with State rules and regulations as defined by the State of Texas Travel Allowance Guide as well as System Administration reimbursement guidelines.**

*Legible/readable copies of **Itemized** receipts are required for all expenses  
Gratuities are not reimbursable*

### Airfare

- Airfare may not exceed the round-trip state contract rate. When state rates are not applicable, the airfare paid may not exceed the lowest available fully refundable coach class airfare. Documentation must note any exception to use of state contract airfare.

### Meals

- Meal reimbursement is based on actual expenses.
- Meal reimbursement requires legible/readable copies of itemized receipts. Receipts only showing final purchase amount cannot be reimbursed.
- Travelers must obtain individual receipts for their own purchases.
- Alcoholic beverages are not reimbursable. Meals which included alcoholic beverages will have the cost of the drinks omitted from the total. Taxes will be adjusted accordingly.
- Tips are not reimbursable. Gratuity expenses will be deducted from the reimbursement.
- Meal expenses from state funds are limited to the Texas Comptroller of Public Accounts locality-based rates. Currently, meals will be reimbursed up to \$36 per day. Excess of the state limit will not be reimbursed.

### Lodging

- Lodging reimbursement is based on actual expenses.
- Lodging expenses are exempt from state hotel tax. The traveler must present the State Comptroller's Tax Exempt Form (<http://www.window.state.tx.us/taxinfo/taxforms/12-302.pdf>) upon arrival at a hotel.
- If a hotel refuses to exempt state hotel tax, the individual may submit a reimbursement request for the amount of tax charged. The request must document the name and phone number of hotel contact. The State Comptroller's Office will be notified and the hotel will be contacted as applicable.
- Lodging expenses from state funds are limited to the Texas Comptroller of Public Accounts locality-based rates. Currently, lodging will be reimbursed up to \$85 per night. Excess of the state limit will not be reimbursed.

## Car Rental

- State vendors (Avis, Advantage, Enterprise) must be used unless all three vendors are sold out of cars.
- Mid-size vehicles (or smaller) are approved for reimbursement.
- Insurance in excess of state coverage (Loss/Damage Waiver and Liability) is not reimbursable.

## Mileage

- Traveler's should utilize the Texas Mileage Guide for mileage reimbursements. The Texas Mileage Guide provides the mileage between locations and calculates the reimbursement. The Texas Mileage Guide is available at <http://www.window.state.tx.us/comptrol/texastra.html>
- For locations not programmed into the Texas Mileage Guide, exact odometer readings are allowed with start-to-end locations.
- Printed maps cannot be used for mileage reimbursement.
- The Texas Comptroller of Public Accounts determines the mileage reimbursement rate. Effective January 1, 2008 the rate is 50.5 cents per mile.
- Reimbursement of mileage at the set mileage rate is inclusive of all expenses, including fuel and repairs, associated with the operation of a personally owned or personally leased vehicle.

## Gratuities

- Tips for airport service, hotel cleaning services, transportation, meals, etc. are not reimbursable. Gratuities are not a reimbursable expense with state funds.

## Reimbursement Timeline

- Reimbursement must be filed within 60 days of the return date of a trip.
- Reimbursement requests cannot be processed without required documentation.

Any questions should be directed to Kim Tucker, UT System Office of Employee Services, at (512) 579-5071 or [ktucker@utsystem.edu](mailto:ktucker@utsystem.edu).

Information is available at <http://www.utsystem.edu/eac/homepage.htm>

**The University of Texas System  
Employee Advisory Council Member Travel Reimbursement Form**

**---- REQUIRED DOCUMENTATION ----**

EAC Member Name: \_\_\_\_\_

Institution Name: \_\_\_\_\_

Remit Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dates Traveled: From \_\_\_\_\_ To \_\_\_\_\_

Business Purpose: Attendance allows the staff member to participate in discussions, share ideas, work with other institutions toward common goals and learn about rules and regulations that affect UT System.

Hotel Expenses (attach receipt) \$ \_\_\_\_\_

Airfare Expenses (attach receipt) \$ \_\_\_\_\_

Meals (ALL **ITEMIZED** RECEIPTS REQUIRED) \$ \_\_\_\_\_

Parking (attach receipt) \$ \_\_\_\_\_

Rental Car (attach receipt) \$ \_\_\_\_\_

(\*Avis, Advantage, and Enterprise must be used unless all three are sold out of vehicles)

Gas Purchases (attach receipt) \$ \_\_\_\_\_

Other Transportation (i.e. taxi, bus - attach receipt) \$ \_\_\_\_\_

(\*Mileage requires the Texas Mileage Guide or Odometer Readings)

Miscellaneous: Description Required (attach receipt) \$ \_\_\_\_\_

Total Expenditures \$ \_\_\_\_\_

I certify that the listed expenses have been reimbursed to the above named employee and that we are seeking reimbursement to our institution for these expenditures.

Certified by: \_\_\_\_\_ / Contact Phone Number: \_\_\_\_\_

Contact email: \_\_\_\_\_

Remit certification and receipts within 60 days of return travel date to:

Kim Tucker  
UT System Office of Employee Services  
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Austin, Texas 78701