



WELCOME
Disbursement Training
Guidelines for the Disbursement of Funds

Financial Management Operations
Departmental Accounting Resource Center
September 2009




Today's Agenda

Certification
Listsers
Funding Types
Purchasing Guidelines
Payment Card
Working Funds
Travel Guidelines



Certification
Section I.

- Required for Part 02 and 10:
 - Voucher Preparers
 - Voucher Approvers
- Training Required
- Annual Certification
- CPA Continuing Education Credit



FMO Listserv

Section IV.A.4



- FMO uses a listserv to communicate important information such as deadlines, rule changes, etc., to the university business community.
- Includes Travel, Payment Card, Bookkeepers, FAMIS, Property, etc.
- If your job requires knowledge of any of these, please subscribe to the listserv
- Send to: listserv@listserv.tamu.edu

Fund Types - State

Section IV.B.1.



State Funds - must follow state expenditure requirements.

- Sources
 - General Revenue Funds - appropriated to the institution or agency by the Legislature and on deposit with the State Treasury.
 - Some funds are collected locally but all or a portion are deposited into state accounts.

Fund Types - Institutional

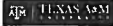
Section IV.B.2.



Institutional funds are:

- deposited at TAMU, they are considered TAMU funds and must follow TAMUS regulations and TAMU rules and the University's mission.
- Not eligible for political donations, charitable contributions or other specific purposes.
 - Grants and contracts
 - Must be spent in accordance with statutes and provisions of grant or contract.
 - Gift funds – restricted & unrestricted
 - Eligible for any legal purposes

Purchase Vouchers



Section I.A.1.

- Follow all rules, regulations and laws.
- Contain accurate data and description
- An **itemized invoice** provides documentation that supports the legality of the purchase.
 - Proof of payment is required for individual reimbursements.
 - Copy of the contract is required.

Purchase Vouchers



Section I.A.1, 2, 4, and II.B.35

- Payment is made after services/goods are received.
- Original receipts/invoices are required, stamped with the date received.
- Payment due within 30 days of receipt of goods, completion of services, or receipt of invoice; whichever is the latest.
- Interest automatically included with principal payment.
- The State schedules payments just before the date that it is due.

Rushes:



Section I.A.2 and Section I.A.6.

Discounts and Interest

What should be RUSHED?

- Discounts to be taken if paid by a certain date.
- Any invoice subject to prompt payment interest within the next 10 business days.

How to RUSH a purchase voucher:

- Stamp the invoice "RUSH"-Red tag the invoice RUSH
- Mail it in a RED inter-campus envelope to **Accounts Payable MS 6000.**
- Call 862-1356 to request envelopes

Employee Reimbursement



Section I.B.11.

- Individual Reimbursement form is required.
- Cannot reimburse until goods or services are received.
- Proof of payment is required.
 - Itemized invoice or receipts, bank or credit card statements, copies of cancelled checks
- Employee reimbursements are NOT rushed.
- Contact the IR auditors ir@vpfn.tamu.edu

Required State Documentation



Section I.B.36.

Written documentation must be attached to the invoices or voucher showing the payment does not exceed the agreed upon purchase price. Include the order date, quantity, unit price, description of items, and whether freight should be paid.

Spot purchases will not require this additional documentation. You must verify that it is a **SPOT PURCHASE** in the document notes.

Vendor on Hold



Section I.A.5.

House Bill 2914 states, that we must verify whether or not a vendor is on Comptroller warrant hold, no earlier than the seventh day before, and no later than the date of entering into a contract with that vendor.

<http://ecpa.cpa.state.tx.us/vendor/tpsearch1.html>

HUB Vendors



Section I.B.20.

- Historically Underutilized Businesses are small businesses which are minority-owned.
- Departmental delegated purchases
- HUB Directory <http://hub.tamu.edu>
- ***“Every employee within the system has the responsibility of making a good faith effort of ensuring HUB’s are afforded an equal opportunity to compete for all Purchasing or contracting activities of the System.” (System regulation 25.06.01)***

Purchasing Authority



Section I.A.7.

Each department has been delegated the authority to make purchases up to \$5,000 with both state and local funds.

- Large Purchases may not be divided into small lot purchases in order to meet the specified dollar limits.
- Goods or services expected to exceed \$5,000 on an annual basis needs to go through Purchasing on a requisition. TAMU Rule 25.99.02.M1
- Purchasing homepage <http://purchasing.tamu.edu>

Advance Payments



Section I.B.1.

- Subscription up to six weeks before renewal
- Rental fee for meeting room or exhibit booth; conference registration fee
- Annual maintenance agreement
- Books, software, videos, published library materials
- Contact Accounts Payable for other exceptions.

Advertising



Section I.B.2.

- Must have the original tear sheet on state accounts.
- Copy is OK on institutional accounts.
- Includes newspapers, magazines, books, internet, radio, etc.

Alcoholic Beverages



Section I.B.3.

State funds may not be used to purchase alcohol. Alcohol may be purchased with the written recommendation of the VP with authority over the funds, and the final approval from the VP for Finance, using local accounts that allow 6341

- All Continuing Education accounts (25XXXX) can purchase alcohol and do not require any additional approval process. 6341 will not show on Screen 8
- Vouchers must show alcohol was purchased. The alcohol portion is coded 6341.
- Alcohol can be purchased on the Payment Card if:
 - Department has a trained Pathway Net user.
 - It is a local account.
 - Alcohol purchases are reallocated to 6341 within 15 business days of the close of the JP Morgan Chase statement where the purchase appears.

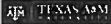
FAMIS SCREEN 8

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003 SL Attributes 2                               05/09/97 18:18
                                                FY 1997 CC 02
Screen: Account: 500006      RFS-DEPT CONT FUND - V.P.-ACAD RFFA
Element of Cost: Sub-EI: Foreign Travel: 3
Effort Category: UOTH_      Generate Expense Budget: Y
Salary Sav. Dist: Revenue Pledged:
Fac Salary Sav. Dist: Restricted:
Fac Savings Form 500: Payroll Acct Analysis: 5012
Grnd Savings Form 500: Subcode Edits:
Construction Project: Proj Trans Low High Match
Bond Issues:          Est Type 6341 6341 Y
Budget Sert:          Cost Ref 1:
Gnt Fee Exempt:      Cost Ref 2:
R/S Clr: Ed:
Accountant Resp: 357990000 05/09/97 18:18
Title to Equip:
Comments: UNRESTRICTED GIFT FUNDS FROM THE ASSOCIATION OF FORMER
STUDENTS.
Enter -PF1--PF2--PF3--PF4--PF5--PF6--PF7--PF8--PF9--PF10--PF11--PF12--
Home/Help  End/  Next

```

Conference Registration Fees



Section I.B.5.

- Advance payment by using the purchasing card or by voucher directly to organization up to six weeks in advance.
 - Earlier payment allowed to obtain a cheaper rate or reserve a spot.
 - Must state the reason for advance payment on voucher.
- If registration includes non-optional meals, must state that they are non-optional on the voucher.
- State who registration is for and the beginning and ending dates of the conference.
- State full name of the conference - no abbreviations are accepted.

Contract Workforce



Section I.B.6.

- We are required to track and report workforce contracts of \$10,000 or more on state appropriated funds.
- Purchases over \$5,000 must go through Purchasing as a Requisition.
- Also applies to interagency & intra-System contracts
- An agency may not expend funds until the agency:
 - Develops comprehensive policies and procedures.
 - Examines legal and personnel issues.
 - Conducts a cost benefit analysis.
 - Documents why and how this use of contract workers fits into the agency staffing strategies.
- System regulations 33.99.16 and 25.99.03
- SAP 33.99.16.M0.01

Contracts



Section I.B.7.

- All contracts, regardless of dollar amount, must be routed to Contract Administration (CA) for review. Send the contract to Mail Stop 1182.
 - Exception: hotel and/or conference facilities
- With prior review and approval by CA, a Requisition or Request for Proposal # is required for purchases that exceed the delegated purchasing authority.
- Shall be done prior to the contract being signed.
- Must document the P, L or E # on the Contract Transmittal Form when submitting to CA.
- <http://finance.tamu.edu/contracts/>

Disputed Payments



Section I.B.10.

- Immediately notify the vendor of any problem. (erroneous invoice, damaged goods, etc.)
- Document **EVERYTHING.**
- Resolution in favor of vendor – we pay interest from the original due date.
- Resolution in our favor – vendor should submit a corrected invoice.
- Document notes are required to explain

Federal and State Taxes



Section I.B.14.


- Generally exempt from federal and Texas state taxes. Also exempt from other state's sales tax, if the goods are being shipped to us from out-of-state.
- Sales Tax Exemption form <http://finance.tamu.edu/fmo/pc/forms/tx-sales-tax-exemption.pdf>
- Exceptions:
 - Individuals may be reimbursed for taxes, using gift funds only. A tax exemption certificate should be given to the vendor.
 - Individuals may be reimbursed for sales tax on business meals at restaurants, however to reduce cost, use the Payment Card for business meals.

Flowers and Plants




Section I.B.15.

- State funds may not be used to purchase decorative plants or plants for individuals.
- State funds may be used by an institution of higher ed for plants used for education or research. This is coded 4070.
- Institutional funds may purchase decorative plants. Code 5750.
- Accounts **not** funded by mandatory student fees, contracts or grants, the Available University Fund, state appropriations or restricted by donors may pay for an appropriate item.
- Accounts **not** funded by mandatory student fees, contracts or grants, the Available University Fund, state appropriations or restricted by donors may pay for an appropriate item for:
- Plants used as decorations at events are coded 6335.

Food 

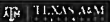
Section I.B.16.

- State funds can purchase food for teaching and research in a class or lab setting and the purpose must be clearly documented. This includes bottled water. Coded 4050
- Foods purchased on institutional funds must meet at least one of eight purposes listed in the Guidelines. Codes: 6338, 6339, 6340
- IRS requires 'who, what, when, where and why' documentation for business meals.

Fuel Cards 

Section I.B.17.

- State-owned vehicles:
 - Fuel, parts and maintenance purchased in town from Transportation Center
 - Fuel, parts and maintenance purchased out of town on fuel card
- Non state-owned vehicles/off-road vehicles:
 - must be documented on payment request

Gifts and Achievement Awards 

Section I.B.18.

Limitations on awards paid with state funds:

- Recipient must still be employed.
- Any appropriate award which does not cost more than \$100.
- Cash awards, state or local funds, must go through Payroll.
- For an employee: Gifts in excess of \$100 are taxable to employees (awards for length of service or safety are not taxable up to \$400).
- For an employee: Gifts in excess of \$100 and gift certificates for any amount require a "Request for Tax Withholding" form.
- For an employee: gifts in any dollar amount require the individual's name and social security number and they must be set up in FAMIS.
- For a student and a non-TAMU employee: gifts in excess of \$600 and gift certificates or cash in any dollar amount require the individual's name, address, social security number and they must be set up in FAMIS.

Interagency Agreements/Contracts



Section I.B.21.

- May be for employee services, materials and/or equipment.
 - Contracts greater than \$50,000 require written contract.
 - Contracts of \$50,000 or less require informal letters of agreement.
- Require approval of president or director.
- Contract Workforce regulations apply.
- Forward to Contract Administration.

Memberships



Section I.B.23.

Non-Professional and Professional are allowed on State Accounts only with written documentation stating that you have checked the State of Texas ethics website,
<http://www.ethics.state.tx.us/dfs/loblists.htm>
 to confirm that the organization is not listed under "Lobby List-Registered Lobbyists and Clients, sorted by Clients".

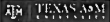
Memberships



Non-Professional Organizations


Section I.B.24.

- Payment of membership fees to obtain discounts allowed if fee plus cost is lowest cost available.
- Social club memberships are allowed from unrestricted gift funds and restricted gift funds if these relate to the purpose of the account.
- The portion not used for business is considered to be taxable income to the employee and "Request for Tax Withholding" form is required.
- The website for the Annual Social Club Log is http://finance.edu/payroll/forms/tax_forms/annual_social_club_log.pdf.




Memberships
Non-Professional Organizations
 Section I.B.25

- Voucher must state in Doc Notes:
 - Full name of the organization
 - Proper public purpose to be served
 - How payment relates to statutory duties of agency or institution
 - Beginning and ending dates of membership
 - Organization is not on the state lobbyist list
- Social club memberships are allowed on the Payment Card and they must be reallocated in Pathway Net during the required time period, however all previous guidelines apply.




Memberships
Professional Organizations
 Section I.B.25.

- Full name of organization
- Need the beginning and ending dates of the membership stated on voucher
- Should be in name of agency or institution.
- Can be in employee's name if best serves purpose. If so, the following statement must be on voucher:
"This payment serves a public purpose and the agency is receiving adequate consideration."




Memberships
Professional Organizations
 Section I.B.25.

- Payment made within 6 weeks before start
- Can reimburse to maintain job-related professional certification or licensure.
- Chamber of Commerce memberships are allowed on unrestricted gift funds only.
- Lobbying fees included in memberships are **NOT** allowed on any TAMU funds.

Moving Expenses 


Section I.B.26.

- Can pay reasonable and necessary moving expenses for employee transferred at least 25 miles within the same agency.
 - Must use state equipment if available.
- Cannot pay if employee has break in service.
- Moving expenses for new state employees can be paid only from institutional funds.
- Moving of people or goods could be subject to taxation. House hunting trips are taxable and require a "Request for Tax Withholding" form.
- For accurate tax information please contact ir@vpfn.tamu.edu

Payments to Foreign Nationals 

Section I.B.29.

- Payments to non-resident aliens for services, require a Visa, Passport, I-94, DS-2019 if applicable, 8233 form, and a W-7 form if the individual does not have a US Federal ID number. (SSN or ITIN).
- If country is on the List of Tax Treaties, IRS form 8233 is required from GLACIER.
 - GLACIER is a non-resident alien tax compliance system designed to allow institutions to collect and maintain data, determine tax residency and file with the IRS.
- Reimbursements for expenses with receipts do not require a GLACIER record and can be processed on a Temporary ID.

Payments to Foreign Nationals 

Section I.B.29.

- Original signature is required on all forms, not a fax or copy.
- Like payments to US Citizens an Individual Reimbursement form, must accompany the payment, and the Vendor Certification field must be signed.
- Look into training for payments to Non-US Citizens- Payment to Foreign National Individual Training.
- SAP 21.01.99.M0.02
- For questions and password information, please contact 845-8774 ir@vpfn.tamu.edu

Printing and Copying



Section I.B.30.

Expenses for Print work must go through the Procurement Services. Karen Palumbo @ 845-5887

- Expenses for Copying **must** be paid on the Payment Card if the purchase is under \$5,000.
- If this expense will exceed \$5,000 within one fiscal year, a requisition must be submitted to Procurement Services.

Private Consultants



Section I.B.31.

- Substantial need exists.
- Services are not available from existing personnel or other state agencies.
- Person is not currently employed by System or within past 12 months.

Independent Contractors




Section I.B.31.

If you are paying for services from an independent Contractor, you must determine whether they are truly working as an independent contractor or should be classified as an employee.

State agencies are exempt from:

- Paying Social Security tax
- Withholding income tax
- Reporting to TEC
- Providing benefits
- Misclassification can result in penalties.




Payment Card

Controlled Equipment
Section I.B.32.

Controlled equipment can be purchased on the Payment Card with access to Pathway Net.

- The object code must be changed in Pathway Net for these purchases.
- Set up a Limited document in FAMIS-Complete the 360 fixed asset screens. On screen 242, close the document, but do **NOT** route it.
- Once the document has been set up and the asset number is assigned, go to screen 243 and enter a "Y" to complete PO to release the encumbrance.
- Send a copy of the Payment Card statement with the document number written on it and a copy of the invoice to Property Management at MS 6000.




Payment Card

Controlled Asset Object Codes

These items are considered to be controlled equipment by the state of Texas.

<u>Subcode</u>	<u>Description</u>	<u>Amount</u>
• 5775	Firearms	\$0-4,999.99
• 5780	Stereo Systems	\$500.00-4,999.99
• 5781	Cameras / Video Cameras	\$500.00-4,999.99
• 5782	TV / VCR / DVD / Camcorder	\$500.00-4,999.99
• 5785	Cash Register	\$0-4,999.99
• 5787	Computers, Data Projectors	\$500.00-4,999.99
• 5788	Printer – Not Portable	\$500.00-4,999.99

For more information, go to property@vpfn.tamu.edu or call 845-8147.



Payment Card

Section I.B.32

To obtain Payment Card
<http://finance.tamu.edu/fmo/pc/docs/how-to-apply.asp>

For cardholder information, billing and reconciliation questions, contact the Payment Card office at 862-1341 or email-
paymentcard@vpfn.tamu.edu

Procedure: see the users guide at
http://finance.tamu.edu/fmo/pc/docs/procard_guide_tamu.pdf

Recruitment of Students



Section I.B.34.

- Institutional funds may be used for recruiting out-of-state students.
- Out-of-state transportation costs to recruit out-of-state students are not allowable on state funds.

Speakers



Section I.B.37.

- Title of lecture, date of lecture and who it was presented to is required.
- Substitute W9 is required for payment.
- Speakers who are State of Texas employees must sign the "State of Texas Employee Statement" concerning conflict of interest.
- Payments to TAMU System employees must include a tax withholding form
- No invoice- Individual Reimbursement form is required.

<http://finance.tamu.edu/fmo/dyforms.asp>

Student Organizations



Section I.B.40.

- Allowed to pay student organizations for services performed.
- Cannot reimburse student organizations for goods.
- Cannot donate money to student organizations.

Telecommunications

Section I.B.43



All purchases and payments for telecommunications services or equipment should be processed through the Telecommunication Department at the office of the Associate Provost for Information Technology.

For communication allowance guidelines, see TAMU rule 25.99.08.M1.01.

Working Funds

Section I.B.46



There are two types of working funds. Both must follow TAMU rules and guidelines for disbursement of funds.

- **Permanent**-used by departments that have income producing activity –such as petty cash used daily in operations
- **Temporary**-used to make change for an event, student travel or payment to participants for a research study.

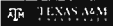
For forms, go to

<http://finance.tamu.edu/fmo/ap/forms/working-fundrequest.pdf>

Working Funds


Requesting a Permanent Working Fund

Section I.B.46.




- Complete the "Permanent Working Fund Request" form.
- Purpose of working fund, account name and number to be charged, dollar amount requested, date required and date to be repaid.
- Custodian (an employee) and the department head must sign it.
- Send form to Debbie Phair at MS 6000.

PLEASE ALLOW 5 WORKING DAYS FOR PROCESSING



Working Funds
Requesting A Temporary Working Fund
Section I.B.46.

- Establish an encumbrance using Vendor ID # 17460005311.
- Set up the appropriate document in FAMIS (L, E, or P).
- Use appropriate expense code(s).
- Complete the "Temporary Working Fund Request" form.
- Custodian and department head must sign it.
- Send form to Debbie Phair at MS 6000.
- **PLEASE ALLOW FIVE WORKING DAYS FOR PROCESSING**




Working Funds
Section I.B.46

After the event is over you have to pay back the entire amount:

- Any money not spent should be taken directly to the Cashier at the GSC to be deposited against Working Fund.
- Must follow all State and University guidelines.
- Go to the Disbursement Manual for specific direction on repayment.




TRAVEL

FMO Travel Department 


Website:
<http://finance.tamu.edu/fmo/travel/default.asp>

E-mail:
travel@vpfn.tamu.edu


Travel: Agenda 

<http://travel.tamu.edu>

- Contacts
- FAQs –frequently asked questions
- Forms
- Instruction/Guideline Manuals
- JP Morgan Travel Cards
- Become familiar with Travel Guidelines.
- Learn about [Textravel](#)



- The *State of TexTravel* has been superseded. **Textravel** replaced the State of TexTravel in accordance with Texas Administrative Code, Title 34, Part 1, Chapter 5, Subchapter C, Section 5.22, which took effect on Sept. 9, 2008.
- TAMU uses Textravel as their foundation for travel guidelines.

Paying for Travel Services 

The main methods for procurement of travel services:


- Central Bill Account (CBA)
- Direct Bill
- JP Morgan Chase Travel Credit Card

State Travel Management Program
Section II.A.3.

The State of Texas has developed the State Travel Management Program in an effort to reduce the cost of travel expenditures.

- Airfare, lodging and car rental


All travel expenditures paid on State accounts are required to adhere to the Program guidelines, unless specific exemptions apply.

Travel Exceptions 

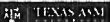
Section II.B.1

- Lower Cost to the State
- Unavailability of Contract Services
- Special Needs of traveler requires special accommodations
- Custodians of Persons
- In Travel Status-scheduling changes while traveling
- Group Program-travel arrangements were made as part of a group for a preferential rate.
- Emergency response-public health/safety issue
- Legally Required Attendance-insufficient notice

*Exceptions must be documented only when the total cost is greater than the State travel services rates

Fly America Act 

- Fly America Act – The Fly America Act (41 CFR 301-10.131 through 301-10.143) requires that all federally funded travel be on a US flag carrier or US flag carrier service provided under a code-share agreement for more information and specific situations please go to <http://finance.tamu.edu/fmo/travel/docs/Fly-America-Act.pdf>

AIR TRAVEL 

Booking Decisions
Section II.B.1

Three questions to ask:

- Is there a high probability that the travel plans will change?
- Is this a last minute booking?
- Is the state contracted rate the lowest available?


If any answer was "YES" to any of the above questions, then consider using the State of Texas Contracted rates.

AIR TRAVEL

Contracted Airfare Benefits
Section I.B.1.

Benefits:


- No advance purchase required.
- No minimum length of stay requirement.
- No fee or penalty for changing or canceling a reservation.



AIR TRAVEL
Booking Decisions

Same three questions to ask:


- Is there a high probability that the travel plans will change?
- Is this a last minute booking?
- Is the state contracted rate the lowest available?



AIR TRAVEL
Booking Decisions
 Section II.B.1

If any answer to any of the above questions was "NO" then the traveler may want to book a non-refundable, less expensive ticket to save money.

Traveler should comparison shop for the most efficient rate in time **and** cost for the travel needed.



AIR TRAVEL
Discounts
 Section II.B.1.


- Discounts or bonuses earned for frequent flyer miles are not a "thing of value" to the state and may be used for private purposes
- State agencies must determine whether companion fares or free tickets may be used for private purposes

AIR TRAVEL
Procurement
Section II.B.1.

Charge to:


- JP Morgan Chase Central Billing Account
- JP Morgan Chase Individual Travel Card

JP Morgan Chase information can be found on the Financial Management Operations travel home page
<http://finance.tamu.edu/fmo/pc/default.asp>

Hotels / Motels 
Section II.B.3.

- The State of Texas has contracted with over 850 lodging establishments to provide state employees with discounted hotel rates. These establishments should be used whenever possible.
- Official exceptions may be allowed.

<http://www.tbpc.state.tx.us/travel/index.html>

Hotel/Motel Taxes 
Section II.B.8.

- In-State:
 - Exempt from state hotel occupancy tax; must provide a Texas Hotel Occupancy Tax Exemption Certificate to the lodging establishment.
 - Not exempt from county or local hotel occupancy tax.
- Out-of-State:
 - All taxes are allowed to be claimed.

Meals and Lodging Rates



Section II.B.10

- Employees: actual or maximum
- In-State: \$85 for hotel; \$36 for meals
- Out-of-State: federal limits
- https://fm.cpa.state.tx.us/fm/travel/out_of_state/index.php
- Presidents, agency directors: actual up to twice the amount allowed for other employees

Rental Cars



Section II.B.4.

Upon making reservations with the following companies be sure to give them our state contract identification number :

- Enterprise TX711
- Avis F999711

<http://www.tbpc.state.tx.us/travel/index.html>


Mileage



Section II.B.11

Mileage can be reimbursed if a personally owned vehicle is used for official state business. Mileage will no longer be reimbursed from home to work, **under any circumstances.**

- State accounts and local accounts are reimbursed at the rate in effect at the time of the travel. Go to: <http://finance.tamu.edu/fmo/travel/docs/Mileage-Rates.pdf>
- Odometer reading required if State Mileage Guide not used. Point-to-Point Breakdown.
- Gas only reimbursed in lieu of mileage.

Mileage 


Section II.B.11

State Funds:

- The *Texas Mileage Guide* will no longer be available for calculating mileage reimbursements.
- Beginning immediately State employees-Texas A&M travelers will calculate mileage by using www.mapquest.com/.
- Include the printed copy of driving directions with mileage listed from headquarters to the destination, or from alternate origin to destination.

Local Funds:

- odometer reading or a readily available electronic mapping service, such as www.randmcall.com, <http://maps.google.com/> www.mapquest.com/ etc.

Foreign Travel 


Section II.B.6

Not allowed on state funds.

If using local funds:

- must be approved by the appropriate VP (non-academic) or the appropriate dean (academic).
- Check State Department Travel Advisory list,
- if a Travel advisory exists, the travel has to be approved by the TAMU President.

<http://travel.state.gov>

Prospective Employee Travel 

Section II.B.13

- Travel to the interview is reimbursable
- Same rules and limits as employee travel
- No exemption from hotel occupancy tax
- Paid from account that relates to interviewing department

Student Travel



Section II.B.17.

- Cannot be paid by or reimbursed from state funds.
- To reimburse use:
- Approved travel expenses for students are reimbursed on a purchase voucher and can only be paid with unrestricted gift funds or an account that allows for student travel.
 - ALL receipts are required.
- Cindy Stewart 845-8774 ir@vpfn.tamu.edu

Travel to Washington, D.C.



Section II.B.18.

- The "Report of State Travel to Washington D.C." form is no longer a blanket requirement.
- The form must be filled out, **if** a traveler is conferring "on legislative or appropriations issues with US Congress or federal government officials."
- If the trip does not require the form, please clearly state the purpose of travel on the travel voucher.

Travel Advances



Section II.B.19.


- Must receive request at least two working days prior to date of departure.
- Employees requesting a travel advance who travel more than once every two years are required to apply for the JP Morgan/Chase Corporate Card.
- Form located at <http://travel.tamu.edu>
- FAX to Travel 458-4193



**Travel Resources Needed
for State Accounts**

Section II.A.1.


- Travel Reimbursement Request Form
- Receipts
- Out-of-State Meal/Lodging Rates
- State of Texas Travel Allowance Guide
- State Travel Management Program
 - Contract Airfare, contract Hotel, contract Rental Car
- On-Line Mileage Guide
- <http://travel.tamu.edu>



Travel Receipt Requirements

Section II.B.14.

- Airline-original ticket receipt or an itinerary accompanied by the e-ticket confirmation, both with the name of the employee, airline, ticket number, class, fare code, travel dates, amount of airfare, origin and destination of each flight and method of payment.
- Lodging-receipts must be original and itemized.
- Meals-receipts are only required if a single meal is over \$75.00.
- Rental car-Original receipt/contract attached



Incidental Travel Expenses

Section II.B.14

Reimbursable-no receipts

- Meals under \$75.00
- Parking-receipts are not required but must be itemized on a daily basis and document where parking fee was incurred.
- Tolls-where and when tolls were paid.
- Taxi/shuttle-where and when transportation occurred.
- Business phone calls and electronic communications-when and where
- Gas for rented car



Travel Reimbursement Request Form

- Reimbursements paid on state accounts should be submitted in the following manner:
- The FMO copy should be printed on white paper, include original receipts. Please use **ONLY WHITE** paper. **Original signature of traveler is required.**
- Keep a department copy of all documentation.




Travel Reimbursement Checklist State Funds

- Official Travel Reimbursement Request Form
- State of Texas Travel Management Program
- Traveler must be set up as a vendor in FAMIS.
- Receipts and record of incidental expenses
- Department Reference #
- Account number-support account #




Travel Reimbursement Request State Funds

- Set up Screens 235-237 and 341 in FAMIS.
- use doc number as invoice number on header on Screen 341
 - If there was an advance, use receivable number as the invoice number on the header on Screen 341 in FAMIS.
 - Screen 632-enter the traveler's name to check whether an advance was made and the receivable number
 - Write the E-doc # on the Travel Reimbursement Request Form
 - Put all travel documentation into a blue envelope and send it to TRAVEL at MS 6000



Travel Reimbursement Checklist
Local Funds


- Your choice of Travel Reimbursement Form
- Traveler must be set up as a vendor in FAMIS with employee's official name as it appears in Payroll
 - If ACH is requested, be sure to use the correct vendor ID #.
- Receipts and record of incidental expenses
- Was an advance received? Screen 632 to get receivable number and amount.



Traveler's Responsibilities

Keep in mind that the traveler must provide

- documentation of the total amount of travel expense
- the statement "I certify that the above expenses are business related, true, correct and unpaid to the best of my knowledge".
- the business purpose and benefit
- document if it is to pay back an advance payment
- the required documentation for non-receipt items (see checklists in your handout).



Allowable Travel Expenses
Local Accounts
Section II.B.21.a

With department head approval:

- 2.3.1- Actual cost of meals and lodging may be reimbursed.
- 2.3.4- May reimburse one employee for another employee's travel expenses.
- 2.3.6- A department head may send more than one employee to a conference, or other event without additional certification.



Guidelines for Disbursement: Summary of Accounts

Account Range	Type of Funds	Purchase Guidelines
1xxxx and 29xxxx	State Funds	<p>Must follow state guidelines for all purchases.</p> <p>Foreign travel not allowed. We encourage you to use local funds for all travel.</p> <p>Must follow State Travel Management Program.</p> <p>No income may be deposited into these accounts.</p> <p>Use E&G (state) funds for salaries as much as possible since the state pays the benefits for those salaries. State funds should be used for operating expenses as little as possible.</p>
20xxxx – 229999	Local-Designated	<p>Accounts which are set up for a specific purpose that relates to the educational mission of the university.</p> <p>Must be a legitimate expense that relates to the purpose of the account.</p>
230xxx	Designated – Indirect Cost Return (previously 158xxx accounts)	
235xxx	Local-Designated – From Contract Residuals	<p>Set up to provide a service to university departments. These are unrestricted residual balance accounts previously from the 461xxx range transferred to the designated range 9/01/2007.</p>
24xxxx	Local-Designated – University Authorized Tuition	<p>Accounts which are set up for a specific purpose that relates to the educational mission of the university.</p>
289xxx	Enhancement Fee Accounts	<p>These are funded by University Authorized Tuition (formerly called General Use Fee).</p> <p>It is important to remember that these funds are tuition/fees paid by students who attend Texas A&M University and we are accountable to the students for each of the expenditures on these accounts.</p> <p>Must follow the same guidelines as other designated accounts.</p> <p>Transfers into and out of these accounts can only be from other like accounts (24xxxx to 24xxxx and 289xxx to 289xxx).</p> <p>No income may be deposited into these accounts.</p>
25xxxx	Local-Continuing Education/Short Courses	<p>Fees from conferences and short courses. Expenditures must relate to the conference or short course.</p> <p>Surplus funds may be used for the furtherance of continuing education and public service efforts of the sponsoring academic unit unless otherwise authorized by the dean.</p> <p>Alcohol is allowed on these accounts. This is not indicated on screen 8 of FAMIS. The GEB flag must also be set on screen 8.</p>

Guidelines for Disbursement: Summary of Accounts

Account Range	Type of Funds	Purchase Guidelines
27xxxx	Local-Designated – Service Departments	<p>Set up to provide a service to university departments. Supported primarily by internal transfers.</p> <p>Must be a legitimate expense related to the income generating business of the account.</p>
3xxxxx	Local-Auxiliary	<p>Account generates its own income to cover the expenses. They can have both internal and external customers.</p> <p>Must be a legitimate expense related to the income generating business of the account.</p>
4xxxxx	Local-Contracts & Grants	<p>Must follow the budget set up for the contract or grant.</p> <p>Must relate back to the purpose of the contract or grant. Each department is responsible for knowing what is allowed and disallowed on the contracts and grants. Screen 8 in FAMIS can be used as a tool to see what expenses are not allowed.</p>
461xxx	Local-Contract Residual Accounts	Transferred to 235xxx accounts as of 9/01/2007.
50xxxx	Local- Gifts – Unrestricted/Discretionary	May reimburse sales tax to individuals. TAMU is tax exempt. Your employees should not incur sales tax on purchases made on behalf of TAMU and ask to be reimbursed for the sales tax. That is wasting TAMU's money when they could present a tax exemption certificate at the point of sale.
50xxxx	Local-Association of Former Students (AFS) Gifts	<p>May reimburse sales tax to individuals. TAMU is tax exempt. Your employees should not incur sales tax on purchases made on behalf of TAMU and ask to be reimbursed for the sales tax. That is wasting TAMU's money when they could present a tax exemption certificate at the point of sale.</p> <p>Receipts for reimbursements are not required. If reimbursement is greater than \$50, taxable to individual when no receipts.</p>
51xxxx	Local-Gifts - Restricted	<p>Must relate to purpose of the gift.</p> <p>May reimburse sales tax to individuals. TAMU is tax exempt. Employees should not incur sales tax on purchases made on behalf of TAMU and ask to be reimbursed for the sales tax. That is wasting TAMU's money when they could present a tax exemption certificate at the point of sale.</p>
55xxxx	Local-Miscellaneous accounts do not fit another category	Generally treated as restricted gift funds.

Guidelines for Disbursement: Summary of Accounts

Account Range	Type of Funds	Purchase Guidelines
6xxxxx	Local-Scholarship and Fellowship	Must be a scholarship or fellowship payment. Normally scholarships are paid out of 16xxxx and 6xxxxx accounts. There are a few times that you may need to set up a new account in another account range and this new account will only pay scholarships. There must be a function code of 60 entered on screen 6 in FAMIS. The only exception to this would be those research accounts which allow scholarships and/or fellowships to be paid and they would have a function code of 15.
8xxxxx	Plant Funds	<p>Funds to acquire long-lived assets for the institution, renewal and replacement of property, debt service charges and retirement of debt.</p> <p>Plant fund accounts should be used for expenses related to the purchase of capital equipment, major renovations, and new construction.</p> <p>Typically plant funds should NOT be used for travel, maintenance and repair of space, equipment rental, or supplies.</p>
9xxxxx	Agency Funds	<p>Funds held by TAMU for another entity. The money is deposited with the institution for safekeeping.</p> <p>Does not have to follow TAMU purchasing guidelines.</p> <p>Typically held on behalf of students or organizations.</p>

*Expenses should always be appropriately related to the purpose of the account being used and relate to the mission of the university.

*All purchases on all accounts must follow TAMU purchasing guidelines, unless an exception is noted in the above list.

*If you are given money for a specific purpose that money should be spent on that specific purpose only. For example, if the Provost gives you \$10,000 for new lab equipment, it has to be spent only on new lab equipment. Only the department will know this.

*Tips are allowed on any account where the expense associated with the tip is allowed. Tips are not allowed on state accounts.

*Expense object code search, <https://www.tamus.edu/apps/objcodes/>

Controlled Equipment bought with the Payment Card

Controlled equipment is equipment that is inventoried, but not capitalized. It can be purchased on the Payment card with access to Pathway Net. The object code must be changed in Pathway Net for these purchases.

You will set up a Limited document in FAMIS just as if you were paying for this item as a direct bill. Complete the Purchase voucher screens (240-242) On screen 242, you will close the document, but you will **NOT** route it. Then complete the Preliminary Fixed Asset Screens (360-361).

Once the document has been set up and the asset number is assigned, you will go to screen 243 and enter a "Y" to complete the PO to release the encumbrance for that document.

After this is done, send a copy of the Payment Card Statement with the document number written on it and a copy of the invoice to Property Management at MS 6000.

These items are considered controlled equipment by the state of Texas.

<u>Subcode</u>	<u>Description</u>	<u>Amount</u>
5775	Firearms	\$0-4,999.99
5780	Stereo Systems	\$500.00-4,999.99
5781	Cameras / Video Cameras	\$500.00-4,999.99
5782	TV / VCR / DVD / Camcorder	\$500.00-4,999.99
5785	Cash Register	\$0-4,999.99
5787	Computer (Micro)	\$500.00-4,999.99
5787	Computer-CPU-Hand/Port/Lap	\$500.00-4,999.99
5787	Data Projectors-With & W/O Projector	\$500.00-4,999.99
5788	Printer – Not Portable	\$500.00-4,999.99

For more information, go to property@vpfn.tamu.edu
or contact Todd Gregory at TLG@vpfn.tamu.edu
or call 845-8147

CONTROLLED ASSET purchase document

Controlled equipment is equipment that is inventoried, but not capitalized.

These items are considered controlled equipment by the state of Texas.

Subcode	Description	Amount
• 5775	Firearms	\$0-4,999.99
• 5780	Stereo Systems	\$500.00-4,999.99
• 5781	Cameras / Video Cameras	\$500.00-4,999.99
• 5782	TV / VCR / DVD / Camcorder	\$500.00-4,999.99
• 5785	Cash Register	\$0-4,999.99
• 5787	Computer (Micro)	\$500.00-4,999.99
• 5787	Computer-CPU-Hand/Port/Lap	\$500.00-4,999.99
• 5787	Data Projectors-With & W/O Projector	\$500.00-4,999.99
• 5788	Printer – Not Portable	\$500.00-4,999.99

For more information, go to property@vpfn.tamu.edu, or contact Todd Gregory at TLG@vpfn.tamu.edu or call 845-8147

When you have purchased an item that falls into the above categories, you cannot receive it on Screen 240. You have to enter "N" and leave the Date Received line empty. Close the document.

Receiving Controlled Assets:

Go to Screen 321 and do the receiving there-however when you get to Screen 326 it will not let you close it. You then have to go to Screen 360 and set up a fixed asset. Screens 360-362 are used to assign inventory numbers with the entry of correct relevant inventory data. This action allows you to close Screen 326. Screen 362 has two pages to enter information. You can use PF10 and PF11 to go back and forth between pages.

If done correctly, CMP column on 361 will change to a "Y" and you can close receiving on Screen 326.

TRAVEL EXPENSE CHECKLIST-LOCAL FUNDS

General Information

-Travel Website <http://finance.tamu.edu/fmo/travel/> -Disbursement Guidelines http://finance.tamu.edu/fmo/purchase/docs/dsbursement_manual.pdf-
 At the discretion of the department head the actual expenses for meals and lodging can be reimbursed.-Local funds do not have to follow STMP guidelines regarding the use of contract vendors-For any receipt that does not show payment information proof of payment will be required
 -Travel to Mexico and Canada is considered out of state travel and not foreign.-At the discretion of the department head the actual expenses for meals and lodging can be reimbursed. -Local funds do not have to follow STMP guidelines regarding the use of contract vendors-For any receipt that does not show payment information proof of payment will be required.

ALL FOREIGN TRAVEL REQUIRES pre-approval by the dean/appropriate vice president or delegate-**Travel Advisories**- countries with travel advisories requires prior approval of the President-Convert foreign currency to US dollar using Oanda website or credit card statement-Receipts should be in English or traveler must identify vendor, location and detail charges

Travel Expense	In State	Object Code	Out of State	Object Code	Foreign	Object Code
Airfare	Should be Purchased with CBA Required Receipt must contain: - Name of Passenger -Airline Ticket Number -Class of Flight-if business class must be approved by the Dean or appropriate Vice Pres -Itinerary-dates and all flight segments -Method of Payment -Amount	3011	Should be Purchased with CBA Required Receipt must contain: -Name of Passenger - Airline Ticket Number -Class of Flight-if business class must be approved by the Dean or appropriate Vice Pres - Itinerary-dates and all flight segments -Method of Payment -Amount	3111	Should be Purchased with CBA Required Receipt must contain: -Name of Passenger -Airline Ticket Number -Class of Flight-if business class must be approved by the Dean or appropriate Vice Pres -Itinerary-dates and all flight segments -Method of Payment -Amount	3310
Taxis, Shuttles, Buses and Trains	Required Receipt must contain: -Itinerary, Class-first class must be approved in the same manner as airfare -Amount of Fare (Between City Transportation)	3011	Required Receipt must contain: -Itinerary -Class-first class must be approved in the same manner as airfare - Amount of Fare (Between City Transportation)	3111	Required Receipt must contain: -Itinerary -Class-first class must be approved in the same manner as airfare - Amount of Fare (Between City Transportation)	3310
Taxis, Shuttles, Buses and Trains	No Receipt Required must provide: -Origin and destination -Date -Amount (tips are not to be included, considered incidentals) (In City Transportation)	3011	No Receipt Required must provide: -Origin and destination -Date -Amount (tips are not to be included, considered incidentals) (In City Transportation)	3111	No Receipt Required must provide: -Origin and destination -Date -Amount (tips are not to be included, considered incidentals) (In City Transportation)	3310

TRAVEL EXPENSE CHECKLIST-LOCAL FUNDS

Travel Expense	In State	Object Code	Out of State	Object Code	Foreign	Object Code
Rental Cars Preferred Vendors and contract codes Avis - F999711 Enterprise - TX711	Required Receipt must contain: -Name of renter - Dates of rental -Itemization of all charges -Method of payment -LDW/CDW is the only reimbursable insurance	3010	Required Receipt must contain: -Name of renter - Dates of rental -Itemization of all charges -Method of payment -LDW/CDW is the only reimbursable insurance	3110	Required Receipt must contain: -Name of renter - Dates of rental -Itemization of all charges -Method of payment -LDW/CDW is the only reimbursable insurance	3310
Travel Agent/Booking Fee	Required Receipt must show proof of payment: - Booking Agent Receipt - Credit Card Statement	3023	Required Receipt must show proof of payment: -Booking Agent Receipt -Credit Card Statement	3123	Required Receipt must show proof of payment: -Booking Agent Receipt -Credit Card Statement	3311
Mileage (up to the Federal Mileage Rate)	Documentation of mileage must be from: - Texas Mileage Guide (see Travel Website) -Odometer readings with a point to point breakdown Mileage can only be claimed for one car out of every 4 employees that have the same itinerary Gas cannot be claimed if mileage is claimed	3016	Same as in state except that a cost comparison must be done -mileage will only be paid up to the lowest available cost of airfare plus any rental car or in state mileage to get to the airport.	3116	Should not have mileage for Foreign travel with the exception for mileage to and from airport.	
Meals(Do not allow Per Diem)	No Receipt Required must provide: -Day-by-Day breakdown for the actual cost of meals. If one meal is >or = to \$75 then receipt is required due to IRS requirements	3030	No Receipt Required must provide: -Day by Day breakdown for the actual cost of meals If one meal is >or = to \$75 then receipt is required due to IRS requirements	3130	No Receipt Required must provide: -Day by Day breakdown for the actual cost of meals If one meal is >or = to \$75 then receipt is required due to IRS requirements	3310
Business Meals	Receipt Required -Internal Revenue Service's "five W's": who, what, where, when, and why. -If alcohol is purchased must use allowable account and code alcohol portion 6341	6340	Receipt Required -Internal Revenue Service's "five W's": who, what, where, when, and why. -If alcohol is purchased must use allowable account and code alcohol portion 6341	6340	Receipt Required -Internal Revenue Service's "five W's": who, what, where, when, and why. -If alcohol is purchased must use allowable account and code alcohol portion 6341	6340

TRAVEL EXPENSE CHECKLIST-LOCAL FUNDS

Travel Expense	In State	Object Code	Out of State	Object Code	Foreign	Object Code
Lodging	<p>Required Receipt must contain: -Name of guest - Itemization of all expenses charged (day by day) - Payment or method of payment Will not pay for in Texas Hotel Occupancy Tax if the traveler has a guest(s) they need to document if this other person(s) was a state employee or a personal relation and state the amount of the single room rate</p>	3030	<p>Required Receipt must contain: -Name of guest - Itemization of all expenses charged (day by day) - Payment or method of payment if the traveler has a guest(s) they need to document if this other person(s) was a state employee or a personal relation and state the amount of the single room rate. - For areas outside the continental United States you must code it 3120</p>	3130	<p>Required Receipt must contain: -Name of guest - Itemization of all expenses charged -Payment or method of payment If the traveler has a guest(s) they need to document if this other person(s) was a state employee or a personal relation and state the amount of the single room rate</p>	3310
Parking	<p>No Receipt Required must provide: -Date -Location - Amount for each parking expense incurred</p>	3045	<p>No Receipt Required must provide: -Date -Location - Amount for each parking expense incurred</p>	3145	<p>No Receipt Required must provide: -Date -Location - Amount for each parking expense incurred</p>	3310

TRAVEL EXPENSE CHECKLIST-STATE FUNDS

<p>General Info</p>	<p>-Travel Website http://finance.tamtu.edu/fmo/travel/ -Travel Allowance Guide https://fmx.cpa.state.tx.us/fm/pubs/travallow/index.php p -Must use the State Travel Management Program (STMP) unless there is a valid exception (*see below for valid exceptions)-Cannot reimburse an employee for another employees travel expenses-Cannot reimburse for meal expense on non- overnight travel-Must Use "Travel Exp Reimb Form" with the Traveler's original signature certifying business expenses</p>	<p>-Travel to Mexico and Canada is considered out of state travel and not foreign.-Must use the State Travel Management Program (STMP) unless there is a valid exception (*see below for valid exceptions)-Cannot reimburse an employee for another employees travel expenses-Cannot reimburse for meal expense on non- overnight travel-Must Use "Travel Exp Reimb Form" and obtain Traveler's original signature certifying business expenses</p>
<p>Travel Expense</p>	<p>In State</p>	<p>Out of State</p>
<p>Airfare</p>	<p>Should be Purchased with CBA. Must use STMP contract airfare unless a valid exception* is documented. Required Receipt must contain: Name of Passenger, Airline Ticket Number, Class of Flight-business class can only be accepted if no other seat is available on the flight - no other exceptions, Itinerary-dates and all flight segments, Method of Payment, Amount</p>	<p>Should be Purchased with CBA Must use STMP contract airfare(1) unless a valid exception* is documented Required Receipt must contain: Name of Passenger, Airline Ticket Number, Class of Flight-business class can only be accepted if no other seat is available on the flight no other exceptions, Itinerary-dates and all flight segments, Method of Payment and Amount</p>
<p>Taxis, Shuttles, Buses and Trains (Between City Transportation)</p>	<p>Required Receipt must contain: Itinerary, Class first class must be approved in the same manner as airfare Amount of Fare</p>	<p>Required Receipt must contain: Itinerary, Class-first class must be approved in the same manner as airfare -Amount of Fare</p>
<p>Taxis, Shuttles, Buses and Trains (In City Transportation)</p>	<p>No Receipt Required must provide: Origin and destination, Date, Amount (tips are not allowed)</p>	<p>No Receipt Required must provide: Origin and destination, Date,-Amount (tips are not allowed)</p>
<p>Rental Cars Required Vendors and contract codes Avis - F999711 Advantage - 711TXFC Enterprise - TX711</p>	<p>Must use STMP contract rental car vendors unless a valid exception* is documented. Required Receipt must contain: Name of renter, Dates of rental Itemization of all charges, Method of payment, LDW/CDW is the only reimbursable insurance</p>	<p>Must use STMP contract rental car vendors unless a valid exception* is documented. Required Receipt must contain: Name of renter, Dates of rental, Itemization of all charges, Method of payment, LDW/CDW is the only reimbursable insurance</p>
<p>Travel Agent/Booking Fee</p>	<p>Required Receipt must show proof of payment: Booking Agent Receipt, Credit Card Statement</p>	<p>Required Receipt must show proof of payment: Booking Agent Receipt, Credit Card Statement</p>
	<p>3023</p>	<p>3123</p>
	<p>3010</p>	<p>3110</p>
	<p>3011</p>	<p>3111</p>
	<p>3011</p>	<p>3111</p>

TRAVEL EXPENSE CHECKLIST-STATE FUNDS

Mileage (up to the State Mileage Rate)	Documentation of mileage must be from Texas Mileage Guide (see Travel Website), Odometer readings with a point-to-point breakdown. Mileage can only be claimed for one car out of every 4 employees that have the same itinerary. Gas cannot be claimed if mileage is claimed.	3016	Same as in state except that a cost comparison must be done , mileage will only be paid up to the lowest available cost of airfare plus any rental car or in state mileage to get to the airport.	3116
Meals(Do not allow Per Diem)	No Receipt Required must provide: Day by Day breakdown for the actual cost of meals, Actual cost of meals up to \$36 per day	3030	No Receipt Required must provide Day-by-Day breakdown for the actual cost of meals, Actual cost of meals up to the GSA rate . Go to https://fmx.cpa.state.tx.us/fm/travel/out_of_state/index.php for rates. If one meal is >or = to \$75 then receipt is required due to IFRS requirements.	3130
Business Meals	Not allowed with State Funds		Not allowed with State Funds	
Lodging	Lodging up to \$85 per day, Required Receipt must contain: Name of guest, Itemization of all expenses charged (day by day), Payment or method of payment. Will not pay for in Texas Hotel Occupancy Tax. If the traveler has a guest(s) they need to document if this other person(s) was a state employee or a personal relation and state the amount of the single room rate.	3030	Up to the GSA rate allowed for the particular destination, Go to https://fmx.cpa.state.tx.us/fm/travel/out_of_state/index.php for rate. Required Receipt must contain: Name of guest, Itemization of all expenses charged (day by day), Payment or method of payment. If the traveler has a guest(s) they need to document if this other person(s) was a state employee or a personal relation and state the amount of the single room rate	3130
Parking	No Receipt Required must provide: Date, Location, Amount for each parking expense incurred	3045	No Receipt Required must provide: Date, Location, Amount for each parking expense incurred	3145
Incidentals	No Receipt Required <u>Tolls</u> provide location, amount and date, <u>Phone</u> or <u>Internet</u> business charges, <u>Gasoline</u> Expenses. Any other travel expenses not listed. <u>Tips</u> not allowed on State Funds	3025	No Receipt Required <u>Tolls</u> provide location, amount and date, <u>Phone</u> or <u>Internet</u> business charges - <u>Gasoline</u> Expenses -Any other travel expenses not listed - <u>Tips</u> not allowed on State Funds	3125
Prospective Employee	All of the above policy and procedure information is required for prospective employees except the State Hotel Occupancy Tax is allowable. All expenses will be coded 3210 except agency fee will be 3211.	3210	All of the above policy and procedure information is required for prospective employees except the State Hotel Occupancy Tax is allowable. All expenses will be coded 3210 except agency fee will be 3211.	3210

TRAVEL EXPENSE CHECKLIST-STATE FUNDS

Registration	Should be paid with Payment Card Required Receipt must document: name of the person, full name of conference (no abbreviations), dates of conference	5215	Should be paid with Payment Card. Required Receipt must document: name of the person, full name of conference (no abbreviations), dates of the conference	5215
Professional Membership	Should be paid with Payment Card, Required Receipt, Must document: Full name of the organization (no abbrev), Organization is not listed on the State of Texas ethics web site, if listed cannot pay portion of the fee for lobbying, Beginning and ending dates of the membership, If not in TAMU's name then must document "the payment would serve a proper public purpose and the agency would receive adequate consideration" Social Club memberships should not be reimbursed on a travel voucher (tax issues)	5211	Should be paid with Payment Card. Required Receipt must document: Full name of the organization (no abbrev), Organization is not listed on the State of Texas ethics web site, if listed, cannot pay portion of the fee for lobbying, Beginning and ending dates of the membership, If not in TAMU's name then must document "the payment would serve a proper public purpose and the agency would receive adequate consideration" Social Club memberships should not be reimbursed on a travel voucher (tax issues)	5211
<p>*Valid Exceptions for the purchase of travel services not on the State Travel Management Program contract. If the cost is less than the contract price, the exception does not have to be documented. T.A.C Rule 125.3</p>				
1. Unavailability of Contract Services	5. In Travel Status			
2. Efficient use of services.	6. Group Program			
3. Special Needs, Health, Safety, Physical Disability	7. Emergency Response			
4. Custodian of Persons	8. Legally Required Attendance			
<p>For more information on State Contract Airfare see the following URL http://www.window.state.tx.us/procurement/prog/stmp/stmp-airline-contract/</p>				
<p>Contract Provisions can be found at http://www.window.state.tx.us/procurement/prog/stmp/stmp-mental-car-contract/</p>		<p>Contracted Rental Car Agencies are as follows: Avis F999711; Advantage 711TXC; Enterprise TX711; Must use the above contract numbers when booking the rental car.</p>		
<p>See the following website for contract hotel vendors http://hotel.cpa.state.tx.us/hotel_directory/</p>				

AggieAnswers <http://finance.tamu.edu/fmo/> click on link in the Spotlight section

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Purchasing-Strategic Sourcing Helpline-: 862-3261

HUB Directory <http://purchasing.tamu.edu/ssps/hub/directory/public/>
 Texas Institute for the Blind and Handicapped <http://www.tibh.org/>

Travel

travel@vpfn.tamu.edu

Kyle Metcalf 862-3017 kmetcalf@vpfn.tamu.edu
 Barbara Gilmore 862-3937 b-gilmore@tamu.edu
 Melissa Ahrendt 458-4344 mahrendt@vpfn.tamu.edu
 Terrie Pauler 847-8827 t-pauler@tamu.edu

Vendor ID needed:

vendorhelp@vpfn.tamu.edu

Brandi Thorp 845-8286 bmt@vpfn.tamu.edu
 Vendor Information Sheet on Internet
<http://finance.tamu.edu/fmo/ap/vendor.asp> FAX-845-9415 Email APVID@vpfn.tamu.edu

Vendor on Hold Status:

<http://ecpa.cpa.state.tx.us/vendor/tpsearch1.html>

Voucher status:

Melva Nutall 845-1698 m-nutall.tamu.edu

Ethics Point

<http://dofinet/DoFNews/Lists/Posts/Post.aspx?ID=9>

