

Original receipts are required for all reimbursable expenses with the exception of per diem foods and taxi fares. Hotel and rental car receipts must be itemized.

Allowances By Fund Source						
Fund Source	ALLOWANCE	REQUIRES PAF APPROVAL	Fund Code	INSTITUTIONAL MAX	DOMESTIC TRAVEL	FOREIGN TRAVEL
Agency	UNRESTRICTED		13000-15999	INST MAX \$50/\$250	GSA	GSA INST MAX \$50/\$250
General Auxiliary	UNRESTRICTED		16000-17999	INST MAX \$50/\$250	GSA	GSA INST MAX \$50/\$250
MSRDP - Designated	UNRESTRICTED		30000-34999	INST MAX \$50/\$250	GSA	GSA INST MAX \$50/\$250
Service Dept.	RESTRICTED		35000-35999	INST MAX \$50/\$250	GSA	GSA INST MAX \$64/\$350
Other Designated	UNRESTRICTED		36000-36999	INST MAX \$50/\$250	GSA	GSA LIMIT \$50/\$250
DSRDP-Designated	UNRESTRICTED		37000-37999	INST MAX \$50/\$250	GSA	GSA LIMIT \$50/\$250
State	RESTRICTED		40000-42999	INST MAX \$50/\$250	GSA	NOT ALLOWED
Federal	RESTRICTED	PAF	50000-51999	INST MAX \$50/\$250	GSA	GSA INST MAX \$50/\$250
State Agency	RESTRICTED	PAF	52000-53999	INST MAX \$50/\$250	GSA	NOT ALLOWED
Exception: Fund 53025 –project 000282; 53025-0002283;						GSA INST MAX \$50/\$250
53025-0002284						
OTHER	UNRESTRICTED	PAF	53003	INST MAX \$50/\$250	GSA	GSA INST MAX \$50/\$250
Other Local Agency	RESTRICTED	PAF	54000-54999 PAF	INST MAX \$50/\$250	GSA	NOT ALLOWED
Private	UNRESTRICTED	UNRESTRICTED	56000-56999	INST MAX \$50/\$250	GSA	GSA INST MAX \$50/\$250
Exception-Fund: 57004-any project; 57015 – any project						GSA
Private Clinical Trials	UNRESTRICTED	PAF		INST MAX \$50/\$250	GSA	GSA INST MAX \$50/\$250
Private Contracts	RESTRICTED	PAF	57002-57999	INST MAX \$50/\$250	GSA	GSA INST MAX \$50/\$250
Private Res. Gifts	RESTRICTED	PAF	58000	INST MAX \$50/\$250	GSA	GSA INST MAX \$50/\$250
Private Unres. Gifts			58001-58999	INST MAX \$50/\$250	GSA	GSA INST MAX \$50/\$250
Endowments	RESTRICTED	PAF	9000-59999	INST MAX \$50/\$250	GSA	GSA INST MAX \$50/\$250
VISIT GSA TABLE				GSA is less than Inst. Max 50/250 is allowed w/unrestricted funds.		
https://fm.xcpa.state.tx.us/fm/travel/out_of_state/						

MEAL ALLOWANCE/TIME ALLOWANCE 2HRS PRIOR TO DEPARTURE

MEAL ALLOWANCE/ WITH OVER NIGHT STAY ONLY.

[See: FOOD BREAKDOWN SHEET](#)

BREAKFAST **DEPART** BEFORE 7:00 AM

LUNCH **DEPART** PRIOR TO 12:00 NOON/ **ARRIVE** BEFORE 12:00 NOON

DINNER **DEPART** AFTER 7:00PM/**ARRIVE** AFTER 7:00PM

Official functions not allowed on state or federal funds.

TRAVEL TO WASHINGTON DC/ COMPLETE FORM	http://www.osfr.state.tx.us/travelform.asp	SUBMIT A COPY OF THE FORM WITH
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CURRENT MILEAGE RATE .55 JAN 1, 2009

Local mileage that is non-routine can be processed on petty cash and does not include Woodlands and Galveston. Account code is 67250. Routine mileage must be logged and should be handled through Blanket Travel reimbursements.

20 MILES ROUNDTRIP TO HOBBY \$11.00 FROM Headquarters

48 MILES ROUNDTRIP TO INTERCONTINENTAL AIRPORT \$26.40 FROM Headquarters

Taxi to Hobby \$45.00

Taxi to BUSH \$65.00

Taxi/Limousine/Mass Transit **(LIMIT \$65)**

STATE TAX is not reimbursable on in-state travel when reimbursement is from **STATE OR FEDERAL FUNDS. STATE TAX IS 8.5%**. All reimbursement for occupancy tax is based only on the percentage of the reimbursed room rate. If the room rate is split between two account numbers, the tax should be split. To calculate the percentage of hotel tax, you need to divide the total tax by the hotel room charge.

FOREIGN TRAVEL IS NOT ALLOWED ON STATE FUNDS, AND THE DEAN'S APPROVAL IS REQUIRED ON ALL FOREIGN TRAVEL.

Funds 40000-54999 require use of State Contracts for airfare, hotel and rental car.

<http://www.uth.tmc.edu/finance/ert/links.htm>