

TRAVEL GUIDELINES

Federally-Sponsored Projects

Lodging

- Domestic lodging rates must follow the applicable General Services Administration (GSA) rates for the travel destination:
<https://www.gsa.gov/travel/plan-book/per-diem-rates>
- Foreign lodging rates must follow the applicable State Department rates for the travel destination: https://aoprals.state.gov/web920/per_diem.asp

Airfare

- The lowest economy/coach fare must be used.
- Airline upgrade fees (aisle seat, extra leg room, etc.) are not reimbursable.
- A traveler can be reimbursed for the checked baggage fee for one piece of luggage.
- All air travel must adhere to the requirements of the Fly America Act:
<https://www.gsa.gov/policy-regulations/policy/travel-management-policy/fly-america-act>



Unallowable Travel Expenses

- Entertainment expenses (social activities, sight-seeing tours, sporting events, etc.)
- Costs incurred by unreasonable failure to cancel transportation or hotel reservations.

Meals

- The traveler may be reimbursed for the actual cost of meals up to the applicable GSA rate for the travel destination:
<https://www.gsa.gov/travel/plan-book/per-diem-rates>
- Meals on the first and last day of travel are limited to 75% of the GSA applicable rate.
- Tips and gratuities (15 – 20% recommended) are allowable.
- Travel meal reimbursements are for the traveler's meals only. Business meals are not allowable.
- Alcoholic beverages are not allowable.

Transportation

- Taxis/Uber/Lyft services are allowable.
- Rental vehicles should be used to obtain economical or practical transportation. Travelers must choose compact or midsize class cars.

Receipts are required for all expenses except for meals, if claiming up to the applicable GSA rate. GSA rates change based on your travel destination. Review these rates prior to your trip as these are subject to change.

GENERAL TRAVEL GUIDELINES



Lodging

Up to GSA (General Services Administration) rate allowed on state funds; Any amount over GSA rate will be applied to local funds (if available) or marked unallowable and considered a personal expense.

- Lodging rates must follow the applicable GSA rates for the travel destination: <https://www.gsa.gov/travel/plan-book/per-diem-rates>
- In Texas, present a Texas Hotel Occupancy Tax Exemption Form and Texas Sales and Use Tax Exemption Certification (for valet parking) during check-in to hotel; see attached.

Airfare

Traveler's airfare must be purchased with a travel card. This allows the use of state funds; all other scenarios will be charged to local funds (if available, or marked unallowable) including purchasing for another employee and foreign airfare.

- The lowest economy/coach fare must be used unless prior approval is obtained from AgriLife agency director.
- A traveler can be reimbursed for the checked baggage fee for one piece of luggage.

Transportation

Allowable on state funds.

- Taxis/Uber/Lyft services are allowable (origin and destination required for each trip).
- Rental vehicles should be used to obtain economical or practical transportation. Travelers must choose compact or midsize class cars from contracted vendors. Only purchase required Loss Damage Waiver/Collision Damage Waiver (LDW/CDW) and no further supplemental liability.
- Personal car mileage only reimbursable up to the amount of a rental car during entire trip.

Unallowable Travel-Related Expenses

- Entertainment expenses (social activities, sight-seeing tours, sporting events, etc.)
- Costs incurred by unreasonable failure to cancel transportation or hotel reservations.

General Information

Pay only for your expenses when traveling.

Final receipts are required for all expenses except for meals, if claiming up to the applicable GSA rate. If any single meal is over \$75, the receipt is required.

Tips and gratuities (15 – 20% recommended) incurred during travel status for official business are a reimbursable expense only allowed on local funds (if available) or will be marked unallowable.

GSA rates change based on your travel destination. Be sure to review these rates prior to your trip as these are subject to change.

Internet/Wi-fi charges must include detailed business purposes.

If your card is declined, call 1-800-248-4553 or email IHAtravel@ag.tamu.edu.

Meals

Meals should be paid for on personal card up to GSA rate allowed on state funds; Any amount over GSA rate will be applied to local funds (if available) or marked unallowable and considered a personal expense. Meals paid for on travel card will be applied to local funds only (if available) or marked unallowable.

- The traveler may be reimbursed for the actual cost of meals up to the applicable GSA rate for the travel destination: <https://www.gsa.gov/travel/plan-book/per-diem-rates> (if correct funding available for use)
- Meals on the first and last day of travel are limited to 75% of the GSA rate.
- Travel meal reimbursements are for the traveler's meals only. Business meals are only allowed on local funds (if available) or marked unallowable with all required documentation. (IAHA Business Meal Form attached)
- Alcoholic beverages are allowable only with director's written approval.