

Texas Workforce Commission

Travel Guide

Texas Workforce Commission
Financial Operations | Department

This page is intentionally left blank.

Table of Contents

Overview.....	7
Travel Authorizations.....	8
Conservation of Funds.....	8
Insurance Coverage.....	8
Prior Approval Requirements.....	8
Out-of-State and Foreign Travel.....	8
Travel to Washington, D.C.	9
Coding of Travel.....	9
Travel Reservations.....	10
Airlines.....	10
Aircraft Fleet Services.....	11
Lodging.....	11
Rental Cars.....	12
Rental Car Insurance Coverage.....	12
Transportation Allowance.....	14
Personal Owned Vehicle.....	14
Mileage & Parking (or Taxi) Incurred to Obtain a Meal or Lodging.....	14
Travel Within Headquarters.....	15
Travel To/From Residence.....	16
Mileage Calculation.....	17
Use of Personal Car in Lieu of Airfare.....	18
Use of Personal Car in Lieu of Rental Car.....	22
Parking.....	22
Taxi Fares or Shuttles.....	23
Other Charges.....	23
Receipts.....	23
Weekend Away from Headquarters.....	24
Returning to a Designated Headquarters During the Weekend.....	24
Remaining at a Duty Point During the Weekend.....	24

Per Diem Allowance	25
Lodging.....	25
Sharing Lodging Expenses.....	26
Meals.....	27
Travel Outside the Continental United States.....	27
Non-Allowable Per Diem	27
Multiple Employee Travel	28
Actual Expenses	29
Commissioners and Executive Director	29
Travel With a Commissioner or the Executive Director.....	29
Designated Agency Representative	30
Other Expenses	30
Allowable Expenses	30
Non-Allowable Expenses	31
Cancellation Charges	31
Off Site Meetings & Hotel Direct Billings	32
Off Site Meetings.....	32
Registration Fees.....	33
Travel to Awards Ceremonies	33
Hotel Direct Billings.....	33
Payment of Travel.....	35
Corporate Travel Card	35
Benefits of the Card	35
Card Issuance Criteria	36
Travel Advance Fund.....	36
Requests for Travel Advance.....	37
Eligibility	37
Multiple Advances	38
Voucher & Payment.....	38
Reimbursement of Travel Expenses	39

Minimum Voucher Amount.....	39
Reimbursement Contingent on Expense.....	40
Reimbursement for Persons Being Audited, Examined, or Investigated	40
Duplicate Vouchers, Overpayments, and Payments in Error	40
Supplemental Claims	41
Travel Voucher Submission Requirement	41
Direct Deposit	43
Lost/Stolen Warrants	44
Miscellaneous Provisions	45
Employees with Disabilities	45
Transportation Allowance	45
Driver Expenses.....	46
Driver Records	47
Attendant Expenses	48
Preparing Claims for Attendant Expenses	49
Assistance with Baggage	50
Medical Care while Traveling.....	50
Inability to Perform Official State Business.....	50
Using Sick Leave While Traveling.....	51
Moving Expenses	51
Travel for Individuals Other than TWC Employees	53
Prospective Employees	53
Employees of Other State Agencies	53
Non-State Employees.....	53
Preparation of Travel Forms.....	55
Travel Authorization and Transportation Request (Form F-70).....	55
PART I of the Travel Authorization Form	55
PART II of the Travel Authorization Form	56
PART III of the Travel Authorization Form	57
PART IV of the Travel Authorization Form	57

PART V of the Travel Authorization Form..... 57

Travel Advance Request Forms (F-103A & F-103) 58

 PART I of the Travel Advance Request Form 58

 PART II of the Travel Advance Request Form 59

State of Texas Travel Voucher (Form F-5) 60

 Travel Voucher Submission Requirement 60

 F5 Voucher Tab 61

 F-5 In State Tab 64

 F-5 Out of State Travel Tab 68

 F-5 Certification & Signature..... 69

OVERVIEW

The Texas Workforce Commission's Travel Guide reflects state travel laws and regulations stated in the Texas Government Code and the General Appropriations Act, the Comptroller of Public Accounts (Comptroller's Office) rules and regulations, and the Texas Workforce Commission's internal travel policies. Primary responsibility for compliance rests with the traveler. The supervisor or manager accepts secondary responsibility and must review for compliance and accuracy. It is the responsibility of the Travel Unit to conduct a final review of travel vouchers to assure that legitimate claims comply with rules and regulations, are accurate, and are paid promptly.

Division Directors are responsible for ensuring that the travel expenses of his/her Division are the least expensive and most efficient mode of travel, considering all relevant circumstances. A Division Director or Department Head may, in the interest of economy, adopt travel policies that are stricter than those set forth in this guide, provided that employees are notified. However, TWC employees will be reimbursed for all legitimate travel costs required to perform his/her job. If feasible, the agency shall use teleconferencing and other telecommunication technologies to the maximum extent possible to reduce agency travel expenditures.

Each employee seeking reimbursement for travel is responsible for determining that the expenses are reasonable and necessary and that the claim adheres to federal, state and TWC rules and regulations. Failure to comply with these policies and procedures will delay payment and may lead to rejection or non-payment of the claim. Employees can be reimbursed for actual travel expenses (up to presented maximums) only as provided in this guide. All travel expenses for Texas Workforce Commission employees must be submitted on an approved travel voucher.

Questions concerning these travel regulations should be emailed to the Travel Unit of Financial Operations at travel@twc.texas.gov.

Important: Any person who knowingly makes a false statement on any claim against the state may be subject to prosecution under Texas Civil Statutes.

TRAVEL AUTHORIZATIONS

Conservation of Funds

A state agency shall minimize the amount of travel expenses incurred. Each travel arrangement should be the most cost-effective, considering all relevant circumstances. The agency shall use teleconferencing and other telecommunication technologies to the maximum extent possible to reduce agency travel expenditures. Travel must be planned to achieve maximum economy and efficiency (i.e., the most economical form of transportation over the shortest practical route).

Insurance Coverage

Before performing travel for the agency, employees must determine if they have adequate insurance coverage. Neither TWC nor the State of Texas assumes any liability if an employee is involved in a collision, or if an employee's personal property or vehicle is damaged while in travel status.

Prior Approval Requirements

All out-of-town travel for which there is airfare, rental car, or per diem expense requires that a Travel Authorization (Form F-70) be completed. An F-70 will be required regardless of whether the airfare or rental car expense is paid by the traveler or billed directly to the Agency. If travel is over \$2,000, Division Director approval is required.

Out-of-State and Foreign Travel

TWC may pay or reimburse out-of-state travel and/or foreign travel if the travel is approved in advance in accordance with the following:

- The Commissioners will approve their own out-of-state travel, including foreign travel, as well as their own staff's out-of-state travel before departure.
- The Commissioners will discuss, consider, and take action in an open meeting all foreign travel by the Executive Director before departure.
- The Executive Director has the authority to approve TWC staff's out-of-state travel, including foreign travel, before departure. The Executive Director is responsible for notifying the Commissioners in writing of all foreign travel.

The Executive Director will be responsible for monitoring the Commission-imposed out-of-state travel cap and notifying the Commissioners if expenditures are approaching such cap.

Travel to Washington, D.C.

If travel to Washington, D.C., involves activities to obtain or spend federal funds or impacts federal policies, the Travel Unit must inform the Office of State-Federal Relations the timing and purpose of the trip and the name of an individual who can be contacted for additional information about the trip.

Coding of Travel

The Cost Center, Appropriation number, Budget Reference, Grant, Strategy, Function codes and speedchart (if applicable) are required and must be indicated on the travel authorization and travel voucher. These correlate to the program(s) that received the benefit of the travel activity. If you have any questions on the proper coding, please consult your Division Budget Analyst.

TRAVEL RESERVATIONS

The State Travel Management Program at the Texas State Comptroller's Office (Comptroller's Office) ensures that state agencies use taxpayer dollars more efficiently by providing discounted travel services through vendor contracts. As such, the Comptroller's Office has contracted with National Travel Systems to perform travel agency services for all state agencies.

Employees required to travel for TWC business should complete a Travel Authorization & Transportation Request form (F-70). This form includes all information pertinent to the trip. Employee information, dates, purpose of travel and request for airline or rental car arrangements is completed on the form. The form is electronically emailed to the person with approval authority, and the approver will forward the form by email to the Travel Unit at travel@twc.texas.gov. The Travel Unit will research and make the most cost effective travel arrangements possible.

Airlines

The Travel Unit will research and make the most cost effective airline arrangements for employees traveling on TWC official state business. Employees should not make their own airline reservations unless an exception from the Travel Unit is granted. There are exceptions for Executive Staff that may need to make last minute travel changes.

The Comptroller's Office has contracted with airlines for State of Texas government fares in several markets (city-pairs). The contract airline fares are designed for last minute and/or fully-refundable travel requirements. Travelers are encouraged to utilize 14-day advance or other lower cost airline fares for planned travel requirements to obtain lowest possible cost to the state. Airfares are direct billed to the agency. Contract airfares can be found under [State Travel Management Program](https://comptroller.texas.gov/purchasing/programs/travel-management/) on the Comptroller's website (<https://comptroller.texas.gov/purchasing/programs/travel-management/>).

Airline tickets must be requested on the Travel Authorization and Transportation Request form (F-70). An approved Travel Authorization must be received in the Travel Unit before tickets are ordered. It is preferable that Travel Authorization and Transportation Request form (F-70) be received 14-days prior to departure. It is

important that the correct email address and/or fax phone number for the traveler is included on the airline ticket request.

Aircraft Fleet Services

State aircraft is available for use by Commission staff. Use of state aircraft requires approval of the Executive Director and prior written authorization from the appropriate Division Director.

Requests to use state aircraft must be forwarded to the Conference Planning and Media Services Department, which include the following:

- an itinerary with dates
- destination
- purpose of travel
- passenger names and job titles
- cost accounting information

Conference Planning prepares a cost analysis comparing commercial flight costs to Aircraft Fleet Services costs and private charters. The cost analysis is sent to the Executive Director for approval. Once approved, Conference Planning and Media Services Department will make the necessary arrangements. All inquiries should be directed to the Conference Planning and Media Services Department.

Lodging

Lodging establishments (in and out-of-state) listed on the available through the State Travel Management Program hotel contract have contracted rates with the State, and must be used unless a contract exception is listed. The lodging establishments and contract exceptions may be under [State Travel Management Program – Hotel Contract](#) on the Comptroller’s website (<https://comptroller.texas.gov/purchasing/programs/travel-management/hotel/>), and on the Travel Authorization & Transportation Request form (F-70). If a traveler

is charged more than the contract rate for a room, it must be explained on the voucher.

When selecting a hotel from the TPASS web site, the traveler should consider personal safety. If the traveler arrives and finds the hotel unsafe, the traveler should make another selection. If necessary, choose a non-contract hotel and include an explanation on the travel voucher. Please refer to the TPASS web site noted above for a complete list of approved exceptions.

Lodging arrangements for travelers in groups of ten (10) or more must be made through the TWC Conference Planning and Media Services Department.

Rental Cars

The rental car companies under contract with the State are Avis Rent A Car System, Inc. and Enterprise Rent-A-Car. The Travel Unit will book all rental cars through one of these agencies when a Travel Authorization form is received. All rental car reservations will be charged directly to TWC.

When time constraints prevent ordering a rental car through the Travel Unit, the traveler may rent the car and request reimbursement on a travel voucher.

Important: Employees may be reimbursed for the actual cost of rental car expenses **not to exceed** the contracted rates. The itemized rental car receipt is required for reimbursement.

Rental cars must be requested on the Travel Authorization & Transportation Request form (F-70) in sufficient time to allow for processing before the trip is commenced. The person authorizing the travel should determine whether car rental is the most practical and cost effective method of transportation, considering all relevant factors, such as timeframes, distance to be traveled, availability of personal vehicle and cost of taxi, bus, shuttle or courtesy ride, etc. The cost analysis can be located on the Travel Authorization & Transportation Request form (F-70).

Rental Car Insurance Coverage

Loss Damage Waiver (LDW) premium on non-contract rental cars is reimbursable. Travelers should purchase LDW insurance to cover the deductible amount, which is

not covered under the vendor's insurance. Cost for this coverage is reimbursable to the traveler, only if there is not a contract rental car available.

Some rental car companies offer free LDW coverage. This should be taken into account when selecting a rental car company.

Personal Accident Insurance (PAI) or Personal Effects Coverage (PEC) premiums are not reimbursable. If either is included on the rental agreement, the cost must be deducted from the claim for reimbursement. If rental car is directly billed to TWC, the traveler will attach payment for the amount of PAI or PEC premiums and forward it with the rental car receipt when submitted to the Travel Unit.

TRANSPORTATION ALLOWANCE

Personal Owned Vehicle

Travel reimbursement rates for mileage are published in [Textravel](#) at <https://fmx.cpa.texas.gov/fmx/travel/texttravel/rates/index.php>.

The traveler must bear all maintenance expenses for the auto including gasoline, oil, tires, repairs, etc. Mileage should be rounded up (.50 and above) or down (.49 and below) on a point-to-point basis.

Important: Do not use decimals.

Parking fees for personal owned vehicle may be claimed if fees are itemized showing date and amount of each charge. Receipts must be submitted for parking expenses.

Only one traveler may claim mileage reimbursement for use of personal car when two, three or four employees with the same itinerary on the same dates are required to travel on Commission business. Any exemptions must be justified on the voucher. The names of all travelers should be listed on the travel voucher.

Reimbursement for the number of miles traveled may not exceed the number of miles of the most cost-effective route between the origin of the employee's travel and the employee's final duty point. The shortest route between the points is presumed to be the most cost-effective route. A longer route may be considered the most cost-effective route only if the supporting documentation for a mileage claim includes a justification statement. Refer to [Use of Personal Car in Lieu of Rental Car](#) in this Guide to determine the most cost effective transportation method.

Mileage & Parking (or Taxi) Incurred to Obtain a Meal or Lodging

An employee may be reimbursed for the mileage and parking incurred to obtain a meal if the meal itself is reimbursable, and the meal is obtained within the city limits of the duty point. Maximum claim for mileage to obtain a meal is eight miles

round trip. Maximum claim for taxi to obtain a meal is \$10.00 round trip. Out-of-state taxi fares are limited to \$20 per trip.

An employee may be reimbursed for the mileage incurred to obtain lodging if the lodging itself is reimbursable or payable.

- Lodging obtained in a duty point (within the city limits of city in which business is conducted).
- Lodging obtained outside a duty point (outside the city limits of city in which business is conducted).

If an employee obtains lodging outside the city limits of a duty point, even though reasonable lodging IS available within the city limits of a duty point, the traveler may be reimbursed for mileage not to exceed 50 miles one way or 100 miles round trip.

Example:

An employee's duty point is Waxahachie and reasonable lodging is available in Waxahachie. The traveler accepts a friend's offer to stay free at the friend's home in Denton, 64 miles away. Reimbursement is limited to 100 miles round trip.

If an employee obtains lodging outside the city limits of a duty point because reasonable lodging IS NOT available within the city limits of a duty point, the traveler may be reimbursed for the actual mileage incurred to obtain lodging if the lodging itself is reimbursable. Using the example above, with no reasonable lodging available in Waxahachie, all of the mileage to Denton would be reimbursable.

Travel Within Headquarters

An employee required to travel within the city limits of designated headquarters may be reimbursed at the established rate per mile or local bus fare. Employees may be reimbursed for transporting other state employees in official travel status to and from airports or lodging. Transportation costs for employees of other states, federal employees, or private citizens will not be reimbursed.

Travel To/From Residence

Mileage between an employee's residence and a duty point may only be claimed if it is less than or equal to the mileage between the office and the duty point. This rule applies when travel occurs during or before working hours on a workday.

Exceptions:

- Actual mileage from the employee's residence to the duty point may be paid, if the travel is necessitated by extraordinary circumstances. Such as an event that threatens public health or safety or that has caused, or threatens to cause, damage to public property (i.e., a tornado or severe thunderstorm or office burglary).
- An employee may claim actual mileage from/to a residence during non-working hours to pick up another employee in route to a common destination. The travel voucher must state that the reason for the mileage to/from the residence was to offer a courtesy ride to fellow employee.
- Travel from residence to the nearest airport in order to catch a flight, during non-working hours, may be reimbursed for actual mileage or taxi fare. The latest time that an individual may check in for the flight determines whether travel to the airport occurs during working or non-working hours. For this purpose, travelers will be allowed one/two hour(s) before the flight departure time to claim mileage or taxi from residence. Actual mileage from the airport to the residence on the return may be claimed if the flight lands during non-working hours. Actual arrival time of a flight determines whether travel from the airport occurs during working or non-working hours.

NOTE: A work schedule of 8:00am to 5:00pm will be assumed unless stated otherwise on the voucher.

If a family member transports an employee to the airport in order to catch a flight, the employee may be reimbursed for the mileage if it can be shown that the additional mileage claim is less than the cost of parking the traveler's car at the airport. The mileage reimbursement is limited to the cost of one two-way trip to and from the airport in the employee's personal vehicle plus parking at the airport.

Example:

An employee will be flying from Austin to Dallas on TWC business. Residence is 25 miles from the airport. On the day of departure, a family member

transports the traveler to the airport. The employee will be gone three days, and parking at the airport is \$7.00 a day. After completing business the traveler's son returns to pick him up. Mileage consists of two round trips @ 25 miles one way = 100 miles for a total of \$54.00. The parking would have been \$21.00, so costs are limited to \$21.00 plus one round trip for mileage of \$27.00 for a total of \$48.00. The cost comparison must appear on the voucher.

NOTE: When an employee travels between his residence and a duty point, and the mileage is less than from official station, mileage should be claimed from the residence.

Mileage between a residence and duty point must be explained on voucher. The following examples show the proper language for several different situations.

Examples:

- Austin to residence, 567 Main St., Kountze, 231 miles (less than mileage to official station in Beaumont, 238 miles), arriving at 5:30 p.m.
- Residence, 567 Main St., to airport, 10 miles, to catch flight departing during non-working hours.
- Residence, 567 Main St., to airport 10 miles, and return home by family member, 10 miles. Round trip mileage (40 miles total at 54 cents = \$21.60) is less than parking car at airport for four days at \$7.00 per day (\$28.00).
- Residence, 567 Main St., to new location of Target Store to provide on-site services, 12 miles; less than mileage from office.
- At Randall's Grocery providing on-site services. To residence, 567 Main St., at end of day, claiming mileage to office since it is closer, 6 miles.

Mileage Calculation

The number of miles traveled by an employee for state business may be determined by point-to-point itemization. Point-to-point mileage may be documented by an employee's vehicle odometer reading or by a readily available

online mapping service. TWC uses [MapQuest](https://www.mapquest.com/directions) at <https://www.mapquest.com/directions> as its online mapping service. The itemization must be sufficiently detailed for the agency reimbursing the mileage to verify the number of miles.

Alternative services are allowed only if the traveler accesses the mapping services by:

- screen reader,
- screen magnifier,
- voice recognition, or
- keyboard only access.

If an alternative service is used, the traveler must specify that he or she requires alternative services and list the mapping service used, i.e., Google.

NOTE: An increase in the number of miles incurred due to an employee receiving inadequate directions or being lost is not reimbursable.

Use of Personal Car in Lieu of Airfare

This section includes factors for determining whether use of a personal car or airfare results in the most cost-effective method of transportation. It also addresses reimbursement of mileage depending on whether the duty point is or is not served by commercial airlines.

Factors to Consider

Federal regulations, state guidelines, and agency policies require that the most cost-effective method of transportation be used. Cost center managers must plan the travel of all employees under their authority so as to achieve maximum savings and efficiency. To determine the most cost-effective method of transportation, several factors must be considered.

Factors to consider for flying:

- Airfare
- Parking
- Mileage or taxi to and from airport
- Automobile rental and fuel or taxi

Factors to consider for driving:

- Additional per diem
- Mileage
- Increased time in travel status

In-State Travel

When traveling to distant points within the State of Texas, there is no requirement that an employee fly commercial airline rather than drive a personal vehicle. Either method of transportation is acceptable, but the final decision rests with the person authorizing the travel. The most cost-effective method of travel should be utilized, unless justification to the contrary is provided.

Out-of-State Travel

TWC may reimburse an employee for mileage for use of a personally owned or leased motor vehicle to travel to and from a duty point outside the State of Texas. The mileage reimbursement must be equal to the actual miles traveled between the employee's designated headquarters and the duty point multiplied by the standard mileage rate, subject to the limitations in this section.

Duty Points Served by Commercial Airlines

A mileage reimbursement for travel to and from a duty point that is served by commercial airlines must not exceed the lesser of the following:

- The reimbursement that the employee would have received had he flown, which is equal to the contract airfare (or average coach fare if no contract) plus the expenses necessary to complete the flight; or
- The actual miles to and from the duty point multiplied by the standard mileage rate. Mileage to points outside Texas can be obtained using MapQuest or from the Travel Unit.

Cost Comparison & Group Travel Exception

This section provides an example of a cost comparison for flying versus driving a personal car. It also addresses cost comparison exception for group travel.

Example:

An employee in Edinburg must travel to Denver, Colorado, to attend training for 5 days. The closest airport is in Harlingen, 33 miles away. There is no contract airfare from Harlingen to Denver. It has been determined that the average round trip coach fare is \$650.00. Employee has requested to drive a personal vehicle rather than fly. It is 1,386 miles from Edinburg to Denver. The traveler may be allowed one day driving time each way. If the request is approved, a cost comparison of the two methods of transportation must appear on the voucher. Refer to Table 1 on the next page for an illustration.

Table 1: Illustration of Cost Comparison to Fly or Drive

Flying Costs	Cost to Fly	Driving Costs	Cost to Drive
Airfare	\$650.00	Additional Per Diem (Note 1)	\$482.00
Parking	\$20.00	No Parking	\$0.00
Mileage (Edinburg to Harlingen)	\$35.64	Mileage (Edinburg to Denver) (Note 2)	\$1,496.88
Automobile rental (per week)	\$222.00	No automobile rental	\$0.00
Fuel	\$60.00	No fuel	\$0.00
Total Cost, Flying	\$987.64	Total Cost, Driving	\$1,978.88

Note 1: Used FY 2016 locality rate for Denver to compute per diem.

Note 2: Mileage rate used is 54.0 cents per mile (Effective rate as of 1/1/16).

In this case, it is less expensive to fly than to drive, and the employee would be limited to claim the airfare in lieu of mileage. This comparison pertains only to the costs associated with the travel itself. The person authorizing the travel must decide if office workload and other factors might require flying rather than driving.

Exception for Group Travel: When two or more state employees travel out-of-state together in one personally owned vehicle; the cost comparison must include the total cost had each employee flown to the duty point.

If more than one TWC employee is required to travel to the same place at the same time, either the travel voucher or the travel authorization must include an explanation of why it was necessary for more than one person to make the trip.

Duty Points Not Served by Commercial Airlines

A mileage reimbursement for travel to and from a duty point that is not served by commercial airlines may not exceed the sum of the following:

- The contract airfare (or average coach airfare if no contract) to the locale served by a commercial airline that is closest to the duty point;
- The actual miles traveled between the locale and the duty point multiplied by the standard mileage rate; and
- The expenses necessary to complete the flight.

Use of Personal Car in Lieu of Rental Car

A cost analysis must be performed if driving a personal vehicle to determine if the use of a rental car would be more cost effective. The cost analysis can be located on the "F-70 & F-70A Travel Authorization & Transportation Request" form.

If the difference between using a personal vehicle or renting a vehicle is 10 percent or less, staff may choose either option. If the use of a personal vehicle is greater than 10 percent, staff may choose to drive their personal vehicle; however, staff will only be reimbursed at the amount equal to renting a vehicle plus gas.

Parking

TWC will reimburse a traveler for parking expenses when the employee travels in a personally owned, leased, or rented motor vehicle. A traveler will not be reimbursed for a parking expense if all the mileage traveled to reach the location is not reimbursable. Most lodging establishments have either a reduced rate or free parking when you park your own car. Valet parking will not be reimbursed unless that is the only parking available. A statement must be included on the voucher that no other parking was available.

When parking at the airport, the cost of only the least expensive, safe and secure parking will be reimbursed. Reimbursement for parking at the short-term lot will not exceed the rate for long-term parking.

Parking expenses must be itemized on a daily basis. Receipts are required.

Taxi Fares or Shuttles

All necessary transportation via taxi or shuttle on out-of-town trips will be reimbursed.

During working hours, taxi fares from residence to airport are payable in an amount equal to or less than taxi fares from an official duty station. A statement to this effect must appear on the travel voucher.

During non-working hours, the entire taxi fare between residence and airport is payable. The latest check-in time for the flight determines whether travel to the airport occurs during working or non-working hours. For this purpose, travelers will be allowed one hour before flight departure. On return trip, the scheduled arrival time of a flight determines whether travel from the airport occurs during working or non-working hours.

Itemize taxi fares on travel voucher showing date of each charge, amount, and point of origin and destination of each trip. Taxi fare receipts are required.

Other Charges

Reasonable transportation charges such as local bus fares, subways, metro, etc., are also reimbursable when necessary to transact business. Receipts should be submitted.

Receipts

The Comptroller's Office requires that original receipts be attached to travel vouchers for the following expenses:

- Airline, train or bus (between cities)
- Rental Car
- Hotel - The night's lodging and tax must be itemized on a hotel receipt regardless of type of payment (cash, check or credit card); the hotel receipt needs to show a \$0.00 balance.

TWC requires that original receipts be attached to the voucher for the following expenses:

- Miscellaneous receipts (taxi, parking, money orders, cashier's checks, postage, etc.)
- Gasoline for rental car

If original receipts (money orders or cashier's checks) are part of an office file, such as an employer's tax records, the receipts may be retained by the office and the expense claimed simply by itemizing the money order or cashier's check on the voucher on the day purchased.

Weekend Away from Headquarters

TWC may determine whether an employee should remain at the employee's duty point during the weekend or return to designated headquarters.

Returning to a Designated Headquarters During the Weekend

If TWC determines that an employee should return to designated headquarters, the agency may reimburse the employee for transportation expenses incurred while returning to the headquarters and going back to the duty point after the weekend.

Remaining at a Duty Point During the Weekend

If TWC determines that an employee should remain at the duty point during the weekend, the agency may reimburse the employee for weekend travel expenses at the duty point. Reimbursable weekend travel expenses are limited to the type of expenses that the employee incurred on other days while conducting official state business. The amount of the reimbursement may not exceed the amount that would have been reimbursed had the employee returned to the employee's headquarters.

PER DIEM ALLOWANCE

The per diem allowance will start at the time the employee leaves the city limits of his designated headquarters and will stop upon return to the city limits of headquarters.

When an employee leaves designated headquarters (city limits) after intra-city travel, the actual time of departure from and return to city limits must be shown for each trip.

When air travel is used, times of flight departure from headquarters and return flight landing are to be used in computing per diem allowance unless it is necessary to travel to another city for air transportation.

Lodging

The traveler shall be reimbursed for the actual cost of lodging, not to exceed the maximum lodging rates based on the federal travel regulations issued on the [United States General Services Administration website](http://www.gsa.gov/portal/content/104877) at <http://www.gsa.gov/portal/content/104877>. The maximum lodging rate allowance for Texas cities and counties that do not have a specific federal per diem rate set for that city or county shall not be more than the rate specified by the Comptroller, as published in [Textravel](https://fmx.cpa.texas.gov/fmx/travel/texttravel/rates/index.php) at (<https://fmx.cpa.texas.gov/fmx/travel/texttravel/rates/index.php>).

The Executive Director may determine that local conditions necessitate a change in the lodging rate for a particular location and establish a higher rate.

When staying at a contract hotel, lodging reimbursement cannot exceed the contract rate for that hotel, unless there is a business-related reason. If a traveler is charged more than the contract rate for a room, it must be explained on the travel voucher. The lodging establishments and contract exceptions may be found be under [State Travel Management Program – Hotel Contract](https://comptroller.texas.gov/purchasing/programs/travel-management/hotel/) on the Comptroller’s website (<https://comptroller.texas.gov/purchasing/programs/travel-management/hotel/>), and on the Travel Authorization & Transportation Request form (F-70).

Employees are not exempt from city, county or state hotel occupancy taxes. These taxes are reimbursed in addition to the lodging costs. Taxes are charged as an incidental expense and should not be included in the per diem section of the travel voucher.

Sharing Lodging Expenses

Employees may consider sharing lodging on business trips as a means of reducing travel expenses.

If a lodging receipt indicates more than one person in the room, an explanation must be included on the voucher:

- When the room is shared with a family member or other non-state employee, the employee is limited to the single rate and a statement must be included on the voucher that employee is claiming single room rate.
- When two or more state employees share a room, the cost of the room must be divided equally between them. Each employee must submit a travel voucher with a copy of the lodging receipt attached. The voucher must include a statement that the traveler shared a room with another state employee, and that person's name and employee identification number. Reimbursement to each employee will not exceed the maximum room rate.
- If the hotel has made an error concerning the number of people in the room, it must be so stated on the voucher.

When conditions warrant, the Executive Director, or his designee can change the established lodging rate for a specific trip by submitting a [Request to Increase maximum Lodging Rate](#) form. An increase in the lodging rate should be requested only if:

- The employee can show that approval would result in a decreased total cost of travel, or
- The Agency has confirmed that no safe lodging is available for less than or equal to the established rate.

If assistance is needed in obtaining accommodations within the bounds of locality based rates, email the Travel Unit at travel@twc.texas.gov.

Meals

The traveler shall be reimbursed for the actual cost of meals, not to exceed the maximum meal rates based on the federal travel regulations issued on the [United States General Services Administration website](http://www.gsa.gov/portal/content/104877) at <http://www.gsa.gov/portal/content/104877>.

State funds appropriated for travel expenses may not be used to purchase or reimburse a state employee for the purchase of alcoholic beverages.

Payment of partial per diem for meals is not allowable when travel does not require an overnight stay.

A state employee is not required to attach meal receipts to the travel voucher. However, a state employee may be reimbursed only for the meal expenses actually incurred. Gratuities are not reimbursable.

Meal expense cannot be claimed if the meal was provided gratuitously, such as when a hotel offers a free meal with the room, an airline flight includes meal service, or a registration fee includes the cost of a meal.

NOTE: The total amount set for lodging and meals set by the United States General Services Administration must not be exceeded. However, a greater amount may be claimed for lodging, but the meals claimed must be reduced by the additional amount claimed for lodging.

Travel Outside the Continental United States

The Executive Director's written approval is required, in advance, for any travel outside the Continental United States.

Employees traveling to Alaska, Hawaii, U.S. Possessions, Canada, Mexico, etc. are entitled to reimbursement of meals and lodging for actual expenses.

Non-Allowable Per Diem

A per diem allowance will not be paid for any period of time when:

- A traveler is at official designated headquarters.
- A traveler is away from designated headquarters for travel that does not require an overnight stay.

The cost of meals and lodging are sometimes paid by the Department of Labor, another agency or training facility, or included in a registration fee. When partial payment is made for meals or lodging on behalf of the employee, the remaining portion of meal or lodging expense may be claimed by the employee on a travel voucher.

Multiple Employee Travel

If a TWC employee is required to travel to the same place at the same time as another TWC employee, each employee's travel voucher or travel authorization must include an explanation of why it was necessary for more than one person to make the trip.

If the travel expenses of more than one individual are being paid or reimbursed and if the expenses were incurred for the same, or similar, official state business, the supporting documentation must provide sufficient detail or justification to demonstrate that the number of individuals conducting that business was necessary.

The Comptroller is authorized to reduce an agency's appropriation if the State Auditor determines that the agency reimbursed a travel expense, including, but not limited to, seminar tuition and fees, that did not satisfy the following criteria:

- The travel expenses must have been incurred in the conduct of necessary official state business.
- The travel itself must have been necessary to execute the state business conducted.

Actual Expenses

Commissioners and Executive Director

A Commissioner or the Executive Director may be reimbursed for actual meals and lodging expenses when travel involves an overnight stay outside the person's designated headquarters. **Important:** The claim for actual expenses is **limited to twice the maximum rates** for meal and lodging expenses that state employees are entitled to receive (in or out-of-state).

An appointed officer may not be reimbursed with appropriated funds for travel expenses related to travel outside the State of Texas unless the Texas Ethics Commission has already received a copy of the appointed officer's travel voucher and supporting documentation.

The Travel Unit will mail a copy of the appointed officer's travel voucher and supporting documentation to the Texas Ethics Commission prior to submitting the travel voucher to the Comptroller's Office.

Travel With a Commissioner or the Executive Director

When a Commissioner or the Executive Director plans overnight travel to a meeting at which other TWC employee(s) will be present, the Commissioner or Executive Director will determine if actual expenses for meals and lodging are to be authorized; and if so, will approve the authorization on the Travel Authorization and Transportation Request form (F-70). A copy of the authorization must be attached to each employee's travel voucher. The authorization must be approved prior to the trip.

Important: The claim for actual expenses is **limited to twice the maximum rate** for meals and lodging expenses which state employees are entitled to receive (in or out-of-state). Lodging receipts are required.

An employee accompanying the Commissioner or the Executive Director may be entitled to reimbursement for actual meals and lodging even though the itineraries are not identical (within reasonable limits).

Designated Agency Representative

When a Commissioner or the Executive Director has been invited by an organization to attend a meeting, and his or her schedule prevents attendance, one or more employees may be designated as a representative. Designated representatives may claim actual expenses for meals and lodging if overnight travel is involved. Such designation must be authorized by the Commissioner or Executive Director on the Travel Authorization and Transportation Request form (F-70). A copy of the authorization must be attached to each employee's travel voucher. The authorization must be approved prior to the trip.

Important: The claim for actual expenses is **limited to twice the maximum rates** for meal and lodging expenses which state employees are entitled to receive (in or out-of-state). Lodging receipts are required.

Other Expenses

Allowable Expenses

Allowable expenses include:

- Local and long distance telephone calls for official business. Calls must be itemized under Record of Transportation and Duties Performed; listing the date, cost, person called, and the reason.
- Money orders or cashier's checks used for official business.
- Gasoline for rental or state owned vehicles.
- Toll road fees. (\$15.00 per day limit without a receipt)
- Parking (itemized) for personal vehicles, including airport parking. At the Austin airport, the maximum parking reimbursement is \$7.00 per day long-term rate.
- Charges for excess baggage, if used exclusively for official business with proper justification on voucher.

- Registration fees for conferences or seminars held by entities other than TWC. If a mandatory meal expense is included in the registration fee, a traveler may not claim per diem for the meal.
- Photocopies. State what was copied and reason.
- Notary fees. State what was notarized and reason.
- Faxes. State what was faxed and reason.

Non-Allowable Expenses

Non-allowable expenses include:

- Gasoline or repair costs for personally owned vehicles.
- Tips or gratuities of any kind.
- Excess baggage for personal belongings.
- Personal telephone calls.
- Registration fees to attend a TWC meeting, conference, or seminar. TWC policy does not allow charging or reimbursing TWC employees for attending TWC-sponsored meetings, conferences or seminars.
- Any personal expense items such as cleaning or laundry.

Cancellation Charges

TWC may pay a cancellation charge related to a transportation expense or reimburse an employee for the charge if the charge is:

- Imposed in accordance with the contract with the private entity that is imposing the charge; and
- Incurred for a business-related reason; or
- Incurred due to a natural disaster; or
- Incurred because of an illness or a personal emergency.

OFF SITE MEETINGS & HOTEL DIRECT BILLINGS

A centralized meeting and conference planning function has been established within TWC to ensure that the Commission is securing the best and most economical facilities and that proper statutory rules are followed. This function should be used when travel plans are being made for ten or more employees. Contact the Conference Planning and Media Services Department.

A travel expense incurred while attending an agency-sponsored seminar may not be reimbursed unless the Executive Director certifies that the agency does not:

- Possess interactive TV or video conference facilities at the designated headquarters of the employee who incurred the expense;
- Have available, at a cost less than the total travel cost associated with the seminar, interactive TV or video conference facilities; and
- Have access to another agency's interactive TV or videoconference facilities.

Off Site Meetings

All off-site meetings arranged by TWC, whether for employees or non-employees, must be coordinated through The Conference Planning and Media Services Department. Assistance will be provided in securing economical lodging, meeting room space, audio-visual equipment, etc.

Off-site meeting expenses that can be paid with state funds consist of the following:

- Meeting room rental
- Sleeping rooms
- Audio-visual equipment/supplies
- Meeting room set-up fees

State law prohibits agencies from expending state funds for food and/or beverages except in limited circumstances.

The State Appropriations Act requires that all agencies use state owned facilities for meetings and conferences unless such space is not available on the needed dates or is not adequate to accommodate the meeting or conference.

Registration Fees

Registration fees for conferences or seminars held by entities other than TWC will be processed with a purchase requisition through the Procurement Department.

If the conference sponsor will not accept payment in arrears, the traveler may complete a purchase requisition and submit to Procurement to process an advance payment. If time constraints require the traveler to pay the registration fee, the traveler may request reimbursement on a travel voucher after attending the conference. The original receipt for payment of the registration fee is required. The receipt must clearly indicate that the employee paid the registration fee. If a mandatory meal expense is included in the registration fee, per diem for the meal cannot be claimed.

Registration fees shall not be charged or paid to TWC employees attending TWC-sponsored meetings, conferences, or seminars.

Travel to Awards Ceremonies

Travel to awards ceremonies is reimbursable only if the traveler is nominated for, receives, or presents an award involving official state business, or as approved by appropriate executive management.

Hotel Direct Billings

The purpose of hotel direct billing is to obtain the best possible lodging rate for a group of state employees for meetings, conferences, etc. Hotel direct billing can occur when ten or more employees require overnight lodging at the same establishment.

If lodging is to be directly billed to TWC, the hotel must be under state contract or one of the exemptions must apply. To arrange for direct billing of hotel charges,

contact the Conference Planning and Media Services Department, at least 30 days in advance.

Payment for personal charges, such as phone calls, movies, parking, or room service is the responsibility of the traveler and should be paid at checkout time.

PAYMENT OF TRAVEL

Corporate Travel Card

Employees who travel on TWC business on a regular basis should obtain an agency-approved Corporate Travel Card. The employee is solely responsible for all charges incurred by use of the card and is required to pay the account timely. TWC assumes no liability for any of the charges. If a card is suspended or cancelled for misuse or non-payment, the employee will not be eligible for travel advances the duration of his/her employment at TWC. Cancellation of the card, for any reason does not relieve the employee of the responsibility for payment of the charges and delinquency assessments.

Important: If an employee wishes to re-open a closed account, the employee must wait a minimum of six months from the date the card was cancelled before submitting a new card application. The employee's Division Director must approve the new application before it is submitted to the Travel Unit.

Use of the card for any items that are not legitimate business travel expenses is prohibited. Misuse of the card (including delinquency or retail spending) may result in cancellation of the card and the employee will be subject to corrective or disciplinary action, up to and including termination from employment. The Executive Director, Division Director, and direct supervisor of the employee will be notified in writing of any apparent misuse or delinquency of the individual corporate card account. Any proven misuse of the card may be reflected in the employee's next scheduled performance review and documented in their TWC personnel file.

Benefits of the Card

Benefits of the card include:

- Employees may charge hotels, rental cars, meals, airfare, and gasoline to the card.
- Requires no annual fee.

- Requires no monthly service charge unless payment-in-full is not made within 30 days.
- \$500,000 in Automatic Common Carrier Travel, Accidental Death and Dismemberment Insurance and up to \$3,000 in Baggage Insurance is automatically provided when airline tickets are purchased with the corporate charge card.
- Employees do not tie up personal cash or credit on TWC travel expenses.
- Reimbursement check should be received before payment is due if the travel voucher is submitted promptly and accurately.
- Provides uniform, IRS acceptable receipts.

Card Issuance Criteria

Individual accounts may be established for eligible employees traveling on behalf of the state when travel expenses are paid by the state in accordance with the Comptroller's Office guidelines.

Employees must anticipate taking three (3) or more trips per fiscal year, or expending at least \$500.00 per fiscal year in business-related travel expenses.

Employees must submit an authorized application (F-15) and a signed Corporate Card Agreement form (F-20) to the Travel Unit in order to receive an agency-approved Corporate Travel Card.

Travel Advance Fund

The Travel Advance Fund is primarily for the use of employees who travel fewer than three times a year, have expenses less than \$500.00 a year, or who do not qualify for the Corporate Travel Card. Employees who travel regularly or whose duties require travel with no prior notice should obtain an agency-issued Corporate Travel Card.

Requests for Travel Advance

- Complete the certification form (F-103A) and mail to the Travel Unit, Room 446 or email a scanned signed copy of the form to travel@twc.texas.gov. The form will be required only with the first request and will be retained in the Travel Unit. You do not need to submit a copy with each subsequent travel advance request.
- Travel advances are requested on a Form F-103. This form is electronically submitted by the traveler to the Department Head for approval. The Department Head will forward the form by email to the Travel Unit at travel@twc.texas.gov.
- An approved Travel Authorization Form (F-70) must be attached to the Travel Advance Request.
- Minimum request is \$100.00. Employees should be conservative in estimating expenses in order to prevent owing a reimbursement for a travel advance.
- Travel advances will be approved for 100% of lodging and public fares (such as shuttle or taxi fares) and 80% of estimated meal expenses and attendant care expenses. Travel advances do not cover mileage, parking, or hotel taxes.
- Travel advance checks will be prepared and mailed in sufficient time prior to travel. If immediate receipt is needed, please clearly state the reason and the date needed on the travel advance request.

Eligibility

An employee may have no more than one advance outstanding at a time. Before obtaining a second advance, an approved travel voucher must be received in the Travel Unit for any previous advance.

If, at month's end, an employee owes the Travel Advance Fund, that amount will be deducted from any subsequent Advance Request. If the difference between the balance owed and the subsequent Advance Request is less than \$100.00, no check will be issued.

Employees in "Hold" status at the State Comptroller's Office are not eligible for advances. The Travel Unit will verify an employee's "Hold" status before issuing an advance.

Important: Employees who are habitually late submitting travel vouchers or repayments become ineligible for advances. Habitually is defined as two times.

Advance amounts in excess of expenditures, not repaid within 120 days from the date the expense was incurred, are considered to be income by the IRS and will appear on the employee's W-2 statement.

Multiple Advances

A state employee may not accept a reimbursement or advance for a travel expense from more than one source for the same expenses. A state employee who receives an advance for a travel expense from a person other than a state agency may seek an advance from the agency only for the amount not covered by the first advance.

Voucher & Payment

The employee will submit a Travel Voucher form (F-5) within ten (10) days of completion of the trip for which the advance for hotel, rental car or airline ticket expenses was obtained. The voucher must be made out for the entire amount of allowable travel expenses, just as if the traveler had been using personal resources for the expenditures. On the Travel Voucher form, enter "TRAVEL ADVANCE" in Space 14, Agency Use.

Important: Employees who are habitually late submitting travel vouchers or repayments become ineligible for advances. Habitually is defined as two times.

If an employee is unable to submit a travel voucher within the allotted time, arrangements must be made to repay the entire amount of the advance immediately.

When the Comptroller has paid the voucher, the Travel Unit will notify the employee of the account settlement:

- An employee who received an advance greater than actual travel reimbursement will submit a check or money order to reimburse the Travel Fund within 5 days of Travel Unit's notification of overpayment.
- An employee who received an advance equal to the actual travel reimbursement will have the account in the Travel Advance Fund reduced to zero (0).
- An employee who received an advance and actual expenses exceed the travel advance amount, the Travel Unit will issue a check for the remaining balance due to the traveler.

Reimbursement of Travel Expenses

Minimum Voucher Amount

The minimum travel claim for travel vouchers claiming only intra-city mileage is \$25.00. Employees may combine several trips in order to meet the minimum. Vouchers for less than \$25.00 will not be processed, except in the following situations:

- An employee is claiming incidental expenses for an out-of-town trip amounting to less than \$25.00.
- Special contract expiration – At the end of a contract year, travel must be submitted before the books are closed.
- Employment with TWC is terminated and the employee has performed travel amounting to less than \$25.00.
- An employee has performed travel amounting to less than \$25.00, and does not expect to travel again for at least six months.
- Fiscal year-end closeout.

Reimbursement Contingent on Expense

TWC may not reimburse an employee for a travel expense unless the employee:

- Has incurred the expense; and
- Is not being reimbursed for the expense by another agency, a private entity or another source.

TWC may not reimburse an employee for travel expenses incurred by or on behalf of a private person or another state employee unless:

- The private person is in the custody or care of the state; or
- The private person or state employee serves in the nature of attendant to a state employee with a disability.

Reimbursement for Persons Being Audited, Examined, or Investigated

Unless authorized by law, a state employee may not accept a travel expense reimbursement from a person that the employee's agency intends to audit, examine, or investigate or is auditing, examining, or investigating. Any reimbursement received in violation of this prohibition shall be forfeited.

Duplicate Vouchers, Overpayments, and Payments in Error

It is the responsibility of the traveler to ensure that duplicate travel vouchers are not submitted and that travel dates on the claims do not overlap. If a TWC employee receives an overpayment for travel expenses, the employee will reimburse the state for the overpayment.

Paying a travel voucher in error does not obligate the subsequent payment of all similar vouchers. Each voucher must stand on its own because an improper payment or reimbursement is not made proper by the fact that it was made one or more times.

Supplemental Claims

If a travel expense is inadvertently omitted from a travel voucher it may be claimed on any subsequent voucher as follows:

- In Space Y, Record of Transportation and Duties Performed, enter the date, a brief description of the travel performed, and a statement that the expense was omitted from previous claim.
- In Space 14, Agency Use, enter "SUPPLEMENTAL CLAIM."

Travel Voucher Submission Requirement

General Travel Voucher Submission Requirements

Travel vouchers with airline and/or rental car expenses charged directly to TWC must be received in the Travel Unit within ten (10) business days of completion of the trip. Completion of the trip is considered to be the ending date indicated on the Travel Authorization Form (F-70). The travel voucher (F-5) must be submitted with the following receipts and documentation:

- Airline e-ticket which indicates any change in schedule, any unused portion and the traveler's signature, if applicable. (If there are actual airline tickets, the traveler must return the unused coupons and the passenger receipt part of the used tickets.)
- Original (final) rental car receipt; If the rental car is returned after closing hours, the traveler must obtain a payment receipt from the rental car company. Traveler can also go to the agency's web site and print a duplicate.
- Original and itemized hotel receipt (if applicable)
- Approved Travel Authorization Form (F-70)

If a traveler is in travel status for two consecutive weeks for two separate trips/purposes (two (2) F-70s), a travel voucher for each trip (week) must be received in the Travel Unit within ten (10) business days from the completion of each trip. A traveler may combine both trips on one travel voucher. If so, the travel

voucher must be received in the Travel Unit within five (5) business days from the completion of travel for the second trip/week.

Important: Travelers who are habitually late submitting travel vouchers become ineligible for direct billing. Habitually is defined as two times.

Additional Airfare Expenses

Employees in travel status, who need to change flights or purchase additional tickets, may be responsible for the expense at time of purchase. This additional expense must be justified on the travel voucher and must be business-related to be reimbursed.

If personal travel is combined with state business, all airfare charges must be borne by the traveler. The employee will be reimbursed only for the portion of the airfare that is business-related. Reimbursement will be limited to State rates.

Additional Rental Car Expenses

The traveler must refill the rental vehicle gas tank before returning it to the rental car agency. If a rental car receipt includes a fuel charge, the traveler must explain why it was not possible to refill the gas tank before returning the vehicle. Receipts for gas purchases are required and must be attached to the travel voucher in order to be reimbursed.

Some rental agencies charge a "weekly" rate that is the same as the rate for six days. In effect, one day is "free." Motor vehicle rental charges are reimbursable only on a daily charge basis. The daily charge equals the total charge for the rental period divided by the number of days in the rental period. To comply with Comptroller policy, it will be assumed that the free days come at the end of the rental period.

Examples:

An employee rents a car for seven days. The weekly rental rate is for six days, for a total of \$216.00. No charge is made for the remaining day. The employee uses the rental car for TWC business during the first six days and for personal business the last day. TWC will reimburse the employee or direct pay the rental agency for the entire charge.

An employee rents a car for seven days. The weekly rental rate is for six days, for a total of \$216.00. No charge is made for the remaining day. The employee uses the rental car for personal business during the first day and for TWC business the last six days. Since the last day is the free day and belongs to the agency, TWC will only pay for five days. Since one of the days for which there is a charge was personal, the employee should only request reimbursement for the 5 days of the business-related portion on a travel voucher.

TWC employees are responsible for paying any rental car charges or expenses incurred for personal travel.

Direct Deposit

Employees set up on direct deposit for salary payments automatically receive travel reimbursement by direct deposit. Those not on direct deposit will receive a paper warrant. No action on the part of the traveler is necessary for either outcome.

- Employees on direct deposit will receive a computer-generated email notification. The payment date noted on the email is the date the voucher was processed by the Comptroller's Office. The funds are actually deposited in the traveler's account two business days later, which is the settlement date. Banks have until midnight on the settlement date to post the funds to the account of the payee. However, the funds must be made available on the settlement date. Employees who have problems accessing the funds on or after the settlement date should contact the Travel Unit.
- Even though the travel reimbursement is made by direct deposit, the Travel Voucher must contain the employee's office address in Section U, Pay to. Vouchers. Without this information it will be returned for correction.
- If a payee enrolled in direct deposit is indebted to the state (student loans, etc.), the Comptroller's Office will issue a warrant and retain the proceeds of the reimbursement until payment arrangements are made.
- If an error is detected on a direct deposit, the payee must notify the Travel Unit immediately. A stop payment will be generated electronically to debit the payee's account for the total amount of the erroneous payment, and then a correct payment will be processed.

- If a traveler prefers to receive a warrant for travel reimbursements, the request must be clearly indicated on the voucher. On the front of Travel Voucher (F-5), Space 14, Agency Use, enter, in all caps, "DO NOT DIRECT DEPOSIT."

Lost/Stolen Warrants

When a travel warrant is lost or destroyed, the original warrant will be canceled, and a new warrant (with a different warrant number) will be issued. To report a lost or destroyed warrant, email or call the Travel Unit. The following information will be needed to cancel the original warrant:

- Warrant Number (if known)
- Warrant Amount
- Warrant Date
- Dates Covered by the Travel Voucher

When a payee reports a state warrant lost, destroyed, stolen or not received, the Travel Unit must verify the status of the original warrant with the Comptroller.

If payment is outstanding, the payee must prepare a certification form (available from the Travel Unit) stating that the check has been lost and will not be cashed if found. The Travel Unit will process a replacement warrant; the process takes approximately two weeks.

For instructions on replacing a stolen travel warrant, contact the Travel Unit.

MISCELLANEOUS PROVISIONS

Employees with Disabilities

An employee who has a disability may be reimbursed for the following expenses incurred during travel inside or outside their designated headquarters:

- driver services;
- actual parking fees;
- attendant's care and travel expenses; and
- interpreters or communication devices.

When an attendant transports a TWC employee with a disability in a personally owned or leased motor vehicle, the reimbursement rates and procedures for TWC employees apply.

Reimbursement does not cover travel to and from work.

Accommodations for an employee with a disability must be requested in a memo to the ADA Committee in the Human Resources Department.

Transportation Allowance

A transportation allowance is authorized for an employee, whose disability prevents driving, but whose duties require travel within the designated headquarters.

The allowance consists of:

- actual cost of transportation by bus or taxi; or
- the current rate approved by the Texas Comptroller of Public Accounts for driver expenses.

The expenses should be itemized for each trip on Travel Voucher (F-5) and include the statement, "Claiming taxi fare in DHQ due to disability" or "Driver required due to disability."

Driver Expenses

The cost of driver services (that is, hours worked and miles driven) is reimbursable when a driver provides services directly to an employee. Reimbursement is the lesser cost for a driver to:

- remain with the employee at a designation; or
- make two round trips to drop off and pick up the employee.

Driver services are distinct from attendant care services. The same person cannot be paid for providing driver and attendant services simultaneously. If an employee uses the same person to provide both attendant care and driver services, TWC reimburses only for the time each service is provided.

Example:

For a person who provides a total of 12 hours of service, 10 hours of which are attendant care services and two hours of which are driver services, the person is reimbursed for 10 hours of attendant care services and two hours of driver services. Each service is reimbursed at the appropriate rate specified.

An hourly maximum rate of \$9 per hour is paid for driver services, not to exceed \$80 a day. The driver service begins when the driver and the employee begin traveling to the location where official business is being conducted.

Drivers are paid directly by the employee and requests reimbursement through the Travel Voucher (F-5). When completing the Travel Voucher (F-5), the employee:

- enters on the first page, the driver's hours under "Driver Expenses";
- itemizes each trip in the Record of Transportation and Duties Performed section, and includes the statement, "Driver required due to disability";
- the number of miles under "Personal Car Mileage" regardless of whether the vehicle is provided by the employee or the driver;
- Attendant Care and Driver Services Reimbursement Request; and
- attaches any receipts for reimbursement of driver expenses.

Driver Records

Employees must:

- ensure that drivers conducting agency business have acceptable driving records;
- immediately inform the driver of this policy, if currently using driver services;
- maintain a current copy of the driver's acceptable driving record for audit purposes; and
- destroy previous records.

Proof of an acceptable driving record requires an official document from the Texas Department of Public Safety documenting that the driver has:

- a valid driver's license;
- no more than one at-fault accident within the past three years;
- no more than three moving violation convictions within the past three years; and
- vehicle liability insurance that meets or exceeds the minimum coverage required by state law.

The driver potentially providing services can obtain proof of an acceptable driving record by:

- completing an "Application for Copy of Driver Record" (DR-1) available from the Texas Department of Public Safety; or
- completing an online Driver Record Request.

Proof of an acceptable driving record from the Texas Department of Public Safety is valid for one year. To continue providing services, the driver must:

- present proof of an acceptable driving record; and
- update the record annually.

NOTE: Driver information provided to the employee is subject to the federal Driver's Privacy Protection Act, and must not be disclosed outside

TWC except under certain circumstances required by law and treated as confidential, subject to supervisory or legal guidance.

If driver services are used, the employee must certify that a driver's record is on file, by including the driver's record on the Travel Authorization and Transportation Request form (F-70).

If driver services are needed in the interim between the driver requesting a record and the driver receiving the record, the employee:

- may use the driver's services upon the driver's verbal assurance of an acceptable driving record;
- notes the following on the travel voucher: "Driver record application in process"; and
- dates and signs the documentation, has the driver date and sign, maintains the documentation, and maintains the document until the record arrives.

Attendant Expenses

Reimbursement for attendant expenses is provided to employees who are disabled. Attendants are paid directly by employees and are reimbursed for the attendant care expenses by claiming them on the Travel Voucher form (F-5).

Attendant travel expenses include:

- transportation;
- mileage;
- meals; and
- lodging.

An attendant's airfare must be within the contracted state rate. Meals, lodging and Mileage are reimbursed at the same rate established for agency employees. Attendants providing driver services cannot be reimbursed for both attendant services and driver services for the same hours.

An attendant accompanying an employee, who has disabilities, may be reimbursed for airfare above the state contracted rate, provided that the airfare is:

- medically necessary; or
- the only available class of travel.

Attendant fees are reimbursed at an amount not to exceed \$80 per day, unless prior approval is received from the deputy commissioner or commissioner using the Attendant Care Reimbursement—Request for Rate Exception. If the request for rate exception is denied, TWC will notify the requester and will document the reason on the Attendant Care Reimbursement—Request for Rate Exception under “Comments or reason for denial.”

An Attendant Care Reimbursement—Request for Rate Exception must include:

- a detailed justification for an exception to the established rate for attendant care; and
- any documentation pertaining to the exception request.

Exceptions are made in certain situations, including when:

- an attendant is required for day and overnight care;
- the employee needing care is unable to locate an attendant willing to travel away from the designated headquarters at the current rate; or
- an attendant is required to provide a higher level of care that warrants skills that cannot be purchased at the current rate.

Preparing Claims for Attendant Expenses

When requesting reimbursement for attendant care expenses, a Travel Voucher (F-5) is used to identify the employee who has a disability and needs the service and explain why attendant care was necessary. When preparing the Travel Voucher (F-5):

- enter on page one, under Other Travel Expenses, the attendant fees and related travel expenses (classified as incidentals);
- itemize in the section Record of Transportation and Duties Performed the attendant fees and travel expenses accumulated each day; and

- attach both the Attendant Care and Driver Services Reimbursement Request to the Travel Voucher (F-5).

Assistance with Baggage

Employees, who have disabilities, are reimbursed for assistance with baggage (porter service). Tips are not an allowable expense.

The Travel Voucher (F-5) should include:

- the total porter cost for each day; and
- the following text in the section Record of Transportation and Duties Performed: "Assistance with baggage due to disability. No receipt available. No tip included."

Medical Care while Traveling

An employee who becomes ill while traveling out-of-town on business may be reimbursed for travel expenses incurred to obtain medical care if waiting to receive the care until returning home would be unreasonable. Reimbursement is limited to expenses that would be payable while conducting official business. For example, mileage to the hospital emergency room would be allowed, but the emergency room costs would not.

Inability to Perform Official State Business

TWC may pay or reimburse an employee for a travel expense incurred as a result of attempting to conduct state business if:

- The employee is unable to conduct the business because of a natural disaster or other natural occurrence; and
- The expense would be payable or reimbursable had the official state business been conducted.

Using Sick Leave While Traveling

An employee out-of-town on agency business may be reimbursed while using annual, sick, or compensatory leave if it is determined that returning to headquarters would not be cost-effective or would be impractical.

Example:

After arriving at his destination city, a traveler becomes ill and is unable to conduct business. His supervisor decides that it would be more expensive to incur the additional cost of having the employee return to that city at a later date to conduct the business. TWC may continue to pay the travel expenses of the employee while he is on sick leave.

TWC may reimburse the employee for a travel expense incurred when the employee returns to designated headquarters, before official state business is completed, because of an illness or a personal emergency.

Moving Expenses

TWC may pay the reasonable, necessary costs of moving the household goods and effects of an employee, provided that the following conditions are met:

- Transfer is from one designated headquarters to another designated headquarters,
- The minimum distance between the current and future designated headquarters is at least 25 miles,
- The transfer is in the best interests of the Commission, and
- The move is approved by the selecting authority.

Examples of reimbursable items are:

- Actual moving cost (self-service vehicle plus gas or commercial mover)
- One-way mileage (or towing cost) for one personal vehicle
- Lodging only (no meals) in route

Pre-move house hunting and other pre-move costs are not reimbursable. Moving costs incurred because an employee is transferring from one state agency to another are not reimbursable.

TWC may pay reasonable, necessary costs of moving the household goods and effects of an employee.

Important: The employee must first contact the Procurement Department, and submit Purchase Requisition to request rental equipment (such as a truck, dolly, pads, towing devices, etc. to be obtained from the same source) for household moves.

An estimate should be obtained from a local rental vendor. The approved purchase requisition should be forwarded to the Procurement Department at least 10 working days prior to the anticipated move date. The Procurement Department will contract with a local rental service and issue a purchase order. Employees should complete and return the receiving document with all receipts attached, immediately upon completion of the move.

Personal Accident Insurance (PAI) or Personal Effects Coverage (PEC) is not reimbursable. The traveler is responsible for payment of either PAI or PEC premiums. If either is shown on the rental agreement, the traveler will deduct the cost from the claim for reimbursement. Safe-move insurance is reimbursable.

Employees may request personal reimbursement for any anticipated gasoline expense required for the move on the same purchase requisition, and the request should be presented as an "estimate." Original receipts for the gasoline must be attached to the receiving document provided by the requestor.

If due to time constraints, an employee must pay for the rental vehicle and fuel for the rental, the employee may be reimbursed by submitting a purchase requisition. Any travel expense related to the move, such as mileage or lodging, will be reimbursed using the travel voucher form. Please attach approval for moving expenses.

In rare cases, the Executive Director may approve reimbursement for use of a commercial mover. For additional details, please consult with Facilities.

TRAVEL FOR INDIVIDUALS OTHER THAN TWC EMPLOYEES

Prospective Employees

When a prospective employee is asked to travel to a TWC office for an employment interview or evaluation, the prospective employee may be reimbursed for travel expenses at the same rates as an agency employee. TWC will not issue a travel advance to a prospective employee.

A purchase requisition must be submitted to the Purchasing Department, along with a copy of the letter of agreement. The following items must be submitted to Accounts Payable to receive payment:

- A copy of the letter of agreement
- Receipts for all travel expenses
- A letter or memo from the office stating that the person was interviewed

Employees of Other State Agencies

Individuals employed by another state agency, whose duties require travel on behalf of the Texas Workforce Commission, will be reimbursed on the same basis as TWC employees. The purpose of travel must clearly indicate how the travel benefits TWC. Before travel occurs, there must be an interagency contract with that state agency.

Non-State Employees

In order to pay travel expenses for persons, who are not employees of the State of Texas, the Texas Workforce Commission requires a written contract or letter of agreement between TWC and the individual or his/her employer. The contract or letter of agreement must include, but is not limited to, the following:

- Job duties of the individual
- Expected results
- Estimated expenses, as well as upper limits to reimbursements
- Benefit to the TWC
- Payee name, address, and Social Security Number or Payee ID
- Cost center, project and function code to be charged
- Signature of the payee and the appropriate Division Director

A purchase requisition must be submitted to the Purchasing Department. Payment may be made to either the traveler or the employer. The following items must be submitted to Accounts Payable to receive payment:

- A copy of the contract or letter of agreement
- An invoice from the employer, if the employer is being paid directly
- Receipts for all travel expenses, if the traveler is being reimbursed

NOTE: Travel expense reimbursements to individuals other than state employees are considered to be taxable income and are reported to the Internal Revenue Service.

PREPARATION OF TRAVEL FORMS

Travel Authorization and Transportation Request (Form F-70)

Form F-70 is used for all out-of-town travel that includes airfare or rental car. The approved form provides the necessary information for the Travel Unit to secure air and ground transportation, or to make hotel reservations.

The form must be approved and electronically submitted by email to the TWC Travel Unit at travel@twc.texas.gov.

PART I of the Travel Authorization Form

Complete Part I of Form F-70 as follows:

- **Name:** Enter traveler's name as it appears in CAPPs records or employee earning statement. **Important:** Do not use Nicknames.
- **Headquarters:** Enter traveler's designated headquarters city.
- **Dates of Trip:** Enter the beginning and ending dates of travel.
- **Phone No.:** Enter traveler's phone number.
- **Cost Center/Speedchart:** Enter the four-digit cost center number to which the trip will be charged. Enter a speedchart if applicable. Consult your Division Budget Analyst for the correct codes.
- **Destination:** Enter the city in which traveler will be conducting business.
- **Grant/Strategy/Function:** If not using a speedchart, enter the four-digit grant number, five-digit strategy number and the seven-digit function code to which the trip will be charged. Consult your Division Budget Analyst for the correct codes.
- **Traveler's email address:** Enter traveler's email address. E-ticket will be emailed to this address.

- **Contact person and phone:** Enter the name and phone number of the person to contact for questions.
- **Purpose of Trip:** Explain in concise detail why the trip is being taken, and how it relates to TWC. If more than one employee is making this trip, state justification: Explain why more than one person is making this trip.
- **Will state contract vendor rates be used?:** Enter yes or no. If no is checked, see contract exception sheet on form to determine exception number.

PART II of the Travel Authorization Form

Complete Part II of Form F-70 as follows:

- **Air Transport:** If trip involves travel by air, check this box.
- **Direct Bill/Paid by Traveler:** Check whichever box is appropriate.
- **Window/Aisle:** Traveler should check preferred seat selection.
- **Ground Transport:** If trip includes travel by rental car, check this box.
- **Direct Bill/Paid by Traveler:** Check whichever box is appropriate.
- **Rental Car Agency:** Indicate rental car preference, *Enterprise or Avis*.
- **Size Required:** Indicate size of car needed: compact, mid-size, full-size, etc.
- **Pickup Location/Time:** Enter rental car company location and time car will be picked up, if no airline is requested.
- **Airport to Airport:** Enter the name of the city in which the appropriate airport is located.
- **Outbound/Homebound:** Indicate date, airline, and flight departure time for Travel Unit to make reservations and order tickets. If the traveler will be flying to more than one duty point, include such information in the space provided between the outbound and homebound flight information.

PART III of the Travel Authorization Form

Complete Part III of Form F-70 as follows.

Lodging Reservations: Complete the required sections if the traveler would like the Travel Unit to make the lodging reservations. The lodging reservations will be charged to the traveler's card.

PART IV of the Travel Authorization Form

Complete Part IV of Form F-70 as follows.

Expense Estimate (Required): Contract airfares, rental car rates and hotel rates can be accessed under [State Travel Management Program](#) on the Comptroller's website at <https://comptroller.texas.gov/purchasing/programs/travel-management/>.

PART V of the Travel Authorization Form

Complete Part V of Form F-70 as follows.

Approvals: The form should be completed and electronically submitted to the person with signature authority to approve the travel.

If the expenses exceed \$2,000, the Division Director must approve the travel authorization. Please note that this policy is subject to change by the Division Director. If the trip destination is out-of-state, the form must also be approved by the Executive Director. The Division Director will email the form to the TWC Travel Unit at travel@twc.texas.gov for processing.

Authorization to claim actual expenses may be approved by a Commissioner or the Executive Director. The Commissioner or Executive Director will email the form to the TWC Travel Unit at travel@twc.texas.gov for processing.

Travel Advance Request Forms (F-103A & F-103)

Form F-103A is the Travel Advance Fund Certification. Complete and submit the form to Financial Operations – Travel Unit, Room 446, Main Building, or email a scanned signed copy to the TWC Travel Unit at travel@twc.texas.gov. The form will be required only with the first request and will be retained in the Travel Unit. You do not need to submit a copy with each subsequent travel advance request; however, the Travel Unit will not process a travel advance until a certification is received.

Form F-103 is used to obtain a monetary advance based on the estimated travel expenses of a planned trip. The form should be electronically submitted by the traveler to the Department Head for approval. After approval is indicated, the Department Director will forward the form by email to the TWC Travel Unit at travel@twc.texas.gov for processing, along with an approved copy of the Travel Authorization and Transportation Request form (F-70).

PART I of the Travel Advance Request Form

Complete Part I of the Travel Advance Request Form as follows:

- **Name:** Enter traveler's name as it appears on CHAPS records or employee earning statement. **Important:** Do not use nicknames.
- **Date Advance Needed:** Enter the date by which the traveler needs to receive the check. Request will be processed no sooner than five (5) business days prior to departure. Allow at least one week for processing.
- **Grant, Strategy, Function:** If not using a speedchart, enter the accounting codes as provided by your Division Budget Analyst.
- **Cost Center/Speedchart:** Enter the four-digit cost center number. Enter a speedchart, if applicable.
- **TINS Employee ID:** Enter traveler's unique "7" payee number.
- **Telephone #:** Enter the traveler's phone number.
- **Dates of Travel:** From: Enter traveler's departure date. To: Enter traveler's anticipated return date.

- **Estimated Departure Time:** Enter the approximate time traveler anticipates leaving the city.
- **Return Arrival Time:** Enter the approximate time traveler anticipates returning to the city.
- **Destination:** Enter city and state to which employee is traveling.
- **Comments:** Enter any pertinent information.
- **Purpose of Travel:** Enter the reason the employee is taking the trip. Explain how the trip benefits or relates to position at TWC.

PART II of the Travel Advance Request Form

Complete Part II of the Travel Advance Request Form as follows:

- **Estimated local transportation:** Taxi or Shuttle: Local transportation includes limousine, airport shuttle or intra-city bus.
- **Per Diem Calculation:** Enter the lodging rate and the number of nights, plus meals. Lodging will be advanced at 100% of maximum rate allowed; meals will be advanced at 80% of maximum rate allowed.
- **Travel Advance Total:** In order to receive a travel advance, the total must equal or exceed \$100.00.
- **Certification/Approval:** By typing his/her name the traveler will certify that the funds will be used for travel expenses, and that he/she is personally liable for repayment of the funds. The Department Director will type his/her name certifying the travel is authorized. After approval is indicated, the Department Director will email the form to the TWC Travel Unit at travel@twc.texas.gov.
- **Attachments:** The approved Travel Authorization and Transportation Request form (F-70) for the trip must be attached to the Travel Advance Request Form.

State of Texas Travel Voucher (Form F-5)

The Form F-5 is TWC's version of the State of Texas Travel Voucher approved by the Comptroller's Office. Since it is important that all personal computer-generated versions of the form be identical to the approved F-5, and since the F-5 has been revised to include formulas that will eliminate most mathematical errors, the form has been password protected. Please refer to the instruction page for full details in completing this form.

Travel Voucher Submission Requirement

Travel vouchers that require airline or rental car expenses charged directly to TWC, and/or funded with a travel advance, must be received in the Travel Unit within ten (10) business days of completion of the trip. Completion of the trip is considered to be the ending date indicated on the Travel Authorization and Transportation Request form (F-70). The travel voucher (F-5) must be submitted with the following receipts and documentation:

- Original and itemized hotel receipt showing a zero balance;
- Original (final) rental car receipt (no copies);
- Airline itinerary, which indicates any change in schedule, any unused portion and the traveler's signature; and
- Approved Travel Authorization and Transportation Request form (F-70).

If a traveler is in travel status for two consecutive weeks for two separate trips/purposes (two (2) F-70s), a travel voucher for each trip (week) must be received in the Travel Unit within ten (10) business days from the completion of each trip. A traveler may combine both trips on one travel voucher. If so, the travel voucher must be received in the Travel Unit within five (5) business days from the completion of travel for the second trip/week.

Important: Travelers who are habitually late submitting travel vouchers become ineligible for direct billing. Habitually is defined as two times.

Additional points regarding travel vouchers:

- Travel vouchers are used to claim reimbursement for transportation, per diem, and miscellaneous expenses incurred in authorized travel and are the basis for state and federal audits of travel expenditures.
- Travel vouchers cannot be submitted before travel has been performed.
- Submit only one voucher (additional copies are not necessary).
- Do not enter any information above Space 10, Pay to, unless specified in policy.
- To assemble the vouchers, staple all original pages of the voucher together with the supporting receipts. Do not staple vouchers for different payees together. And please, do not scotch tape any receipts.

F5 Voucher Tab

Complete the Voucher tab of Form F-5 as follows:

- **Pay to (Name, Office Address, City, State, Zip Code):** Enter traveler's name as it appears on employee's earning statement. (**Important:** Do not use nicknames. Using nicknames can cause delay in receiving travel payment.) If a traveler has a name change, a note should be attached to the voucher giving the former name. The office address of the employee should be typed in the space immediately below the name. Since the information in this field will determine where the warrant is mailed, it is important that it be correct. It is best to be consistent with the address (for example, do not use the street address on one voucher and the P. O. Box on the next).
 - It is the responsibility of each traveler to verify the mailing address on the form before it is submitted for payment. Requests for address changes must be in writing.
 - Employees in field locations should indicate the appropriate street address or P.O. Box number, along with the correct city, state, and zip code of the office.
 - State Office employees should indicate their Department's name on the first address line, and the building name and room number on the bottom line.

- **NOTE: Do not use an employee's home address in this section. Travel warrants are mailed to the traveler's business office address.**
- **Title:** Enter traveler's title as it appears on the employee's earning statement.
- **Designated Headquarters:** Enter traveler's designated headquarters city. This should be the same location from which travel begins.
- **Payee Identification Number:** Enter the traveler's unique "7" payee number.
- **Agency Use:** Indicate "DO NOT DIRECT DEPOSIT" or "TRAVEL ADVANCE" if appropriate.
- **Voucher Travel Dates:** Enter the actual beginning and ending dates of travel claimed on the voucher, the dates may cover a portion of one month, an entire month, or more than one month; it is preferable that claims for an entire trip be included on one voucher.
 - Example: A claim for travel performed April 4-7, 2007, should reflect those dates and a claim for travel performed April 30 - May 3, 2007, should reflect those dates: 04-04-07 to 04-07-07 or 04-30-07 to 05-03-07, respectively. All expenses associated with the travel period indicated on the voucher should be included on the voucher.
 - Exception: Vouchers cannot cover more than one month when travel begins and ends in different fiscal years. Since the state fiscal year ends August 31, claims for August and months prior should be on separate vouchers from those for September 1 forward. Claims for a prior fiscal year must be submitted no later than one month after completion of the prior fiscal year.
- **% Distrib & \$ Distrib:** These fields will be distributed by formula; there is no need to populate these fields.
- **Department/Cost Center:** Enter the Cost Center. Indicate a cost center speed chart if applicable.
- **Approp:** Enter the Appropriation Number applicable.
- **Bud Ref:** Enter the Budget Year.
- **Grant:** Enter the Grant number.
- **Strategy:** Enter the Strategy number.

- **Function:** Enter the Project and Function Code. The first four digits of the function indicate the project code being used. The last three digits indicate the function code. Example: 0210100.
- **Track:** Optional, use only if a tracking number has been assigned.
- **Speedchart:** Enter a speedchart number if applicable. Consult your Division Budget Analyst for the correct codes. **NOTE:** If a speedchart is used, there is no need to complete the Department/Cost Center, Approp, Bud Ref, Grant, Strategy and Function fields.
- **STOP:** Go to the "In State" or "Out of State" tab, and complete all information pertaining to In-state and/or Out-of-State travel, then return to "F-5" page. For more information, refer to the following subsections in this Guide, [Expense Itemization for In-State Travel](#) and [Expense Itemization for Out-of-State Travel](#).

Expense Itemization for In-State Travel

Complete the itemization for in-state travel as follows:

- **Fares – Public Transportation, Taxi, Airfare, Rental Car:** Enter total amount claimed for transportation by public conveyance or rental car, in-state, including federal taxes, and itemize each fare, public transportation, taxi, or rental car, on reverse of F-5. Taxi is a generic term that includes limousine, airport shuttle, and intra-city buses.
- **Personal Car Mileage:** Mileage total will be populated from the "In State" page(s).
- **Meals &/or Lodging:** Total will be populated from the per diem schedule.
- **Parking:** Enter total claimed. Itemize daily amounts in Record of Transportation & Duties Performed.
- **Other Travel Expense:** Enter total of other reimbursable travel expenses. Itemize daily amounts in Record of Transportation & Duties Performed.

Expense Itemization for Out-of-State Travel

Complete the expense itemization for out-of-state travel as follows:

- **Fares - Public Transportation, Taxi, Airfare, Rental Car:** Enter total amount claimed for transportation by public conveyance or rental car, out-of-state, including federal taxes, and itemize each fare, public transportation, taxi or rental car on reverse of the form.
- **Personal Car Mileage:** Mileage total will be populated from the Out of State page(s).
- **Meals &/or Lodging:** Total will be populated from per diem schedule.
- **Parking:** Enter total claimed. Itemize daily amounts in Record of Transportation & Duties Performed. This would include airport parking while on an out-of-state trip.
- **Other Travel Expense:** Enter total of other reimbursable travel expenses. Itemize daily amounts in Record of Transportation & Duties Performed.
- **Total:** This space will populate automatically.
- **Traveler Signature and Date:** The traveler must personally sign the original voucher. **Important:** No one else may sign for a traveler. Vouchers cannot be submitted without traveler's signature, and the signature date cannot be prior to the last day of travel.
- **Supervisor Signature and Date:** The person authorized to approve travel must personally sign in this space. **Important:** Never sign another person's name. A person temporarily delegated approval authority should sign his/her own name and indicate the "Acting" Title. Vouchers cannot be processed without a signature in this space.
- **Contact Person's Name and Phone Number:** Enter the name and phone number of the person to call if questions arise.
- **Supervisor (type name):** Self-explanatory.

F-5 In State Tab

Complete the In State tab of Form F-5 as follows.

Per Diem Schedule for In-State

Complete the schedule for in-state travel.

In-State: Leave/Return to Headquarters (Columns a and b)

- **Leave Headquarters (Column a):** Enter date, hour, and minute to show when travel commenced. Please use an A to indicate a.m., and a P to indicate p.m. in the appropriate section. (When traveling by air, use flight departure time.) Twelve noon should be shown as N and midnight as M.
- **Return to Headquarters (Column b):** Enter date, hour, and minute to show when travel was completed, also using A or P to indicate a.m. or p.m. When traveling by air, use airport arrival time. Reasons for delays or schedule changes should be noted on voucher.

In-State: Per Diem (Columns c, d, and e)

- **Meals (Column c):** Enter actual cost of meals not to exceed maximum meal rate allowance.
- **Lodging (Column d):** Enter cost of lodging (single rate) not to exceed maximum lodging rate allowance.
 - **Important:** Do not include occupancy taxes in this column.
 - **NOTE: The Comptroller's Office will not accept a hotel receipt that shows only a cash payment. The night's lodging and tax must be itemized separately on the receipt.**
- **Total (Column e):** Form will compute daily total and per diem total and will populate corresponding space on the F-5 tab.

In-State: Actual Expense Schedule (Columns f, g, and h)

Enter actual amounts spent for meals and lodging. Prior approval to claim actual expenses must be received from a Commissioner or the Executive Director.

- **Meals (Column f):** Enter actual cost of meals not to exceed twice the maximum meal rate allowance.

- **Actual Lodging (Column g):** Enter cost of lodging (single rate) not to exceed twice the maximum lodging rate allowance. **Important:** Do not include occupancy taxes in this column.
- **Total Actual Expense (Column h):** Form will compute daily total and per diem total and will populate corresponding space on the F-5 tab.

Record of Transportation and Duties Performed for In-State Travel

Enter, chronologically, each date employee was in travel status, duties performed, and total daily mileage claimed. In order for reimbursement to be authorized, include a detailed narrative, itemizing duty points and the mileage between points.

General Narrative Requirements

The narrative must include:

- Point of departure and return.
- Time of departure from and time returning to designated headquarters in narrative or in Per Diem schedule, if applicable.
- For intra-city travel, enter time of departure from and return to office.
- For travel outside designated headquarters, enter time of departure and return to the city.
- For stops within duty station prior to departing city, enter both time of departure from office and city.
- If contacts are made within duty station after returning to city, enter both time of return to city and office. (Per Diem will be claimed from time of departure to time of return to city.)
- For air travel, enter time of departure (use the flight departure time indicated on airline ticket, unless otherwise explained on voucher.) Time of arrival should be actual flight arrival time.

Point-to-Point Mileage

Mileage must be listed on a point to point basis and should be stated as whole numbers. Round up for decimals .5 and above, round down for .4 and below.

Important: Do not use decimals on travel voucher.

Enter the "Point of Destination" of the town or location.

Example:

Austin to San Antonio. In the case of intra-city travel, the name of the firm or place of business, and address must be included, such as Austin local office to Jefferson Chemical Co., 123 XYZ Street. In the case of farm travel, the name of the farm or person must be included, such as McAllen local office to Hampton Farm. If more than one Hampton Farm, show Farm #1, #2, etc.

If the first point of duty is located on the near side of a city, show actual mileage traveled from headquarters to the first duty point when actual mileage traveled is less than the mileage from city to city as shown in the Official State Mileage Guide.

Example:

Dallas to Jones Boat, Co., 123 Main St., Garland, 12 miles, return to Dallas, 12 miles. (Dallas to Garland = 18 miles.)

Sometimes mileage differences may be explained by using the term "Rural" and the name of the nearest town.

Example:

Austin to Elgin rural, Smith Farms, County Rd 1704, may be greater or less than Austin to Elgin.

Use of Public Transportation

Enter the Type of Common Carrier if public transportation was used. Itemize taxi trips on each day giving point of origin and destination of each trip and amount charged. Do not include tips in taxi fares.

Purpose of Travel

Purpose of travel must show travel for official TWC business and should include persons contacted, places of business, offices, etc. If the primary function of the trip is the same for each destination visited, a general purpose statement will suffice, exceptions must be explained.

Example:

“Unless otherwise noted, all travel listed below is related to TWC’s participation in the Workforce Investment Act Program.”

Important: Do not show purposes to benefit Department of Labor, Employment & Training Administration, or another state agency (such as Department of Human Services) without specifically relating to TWC. General terms such as official business, conference, to attend meeting (of any kind) can be used but must also include a statement about purpose.

Important: Abbreviations or initials (except TWC) should not be used.

Every effort should be made to keep the Record of Transportation and Duties Performed to one page; however, a Continuation Sheet, can be used if necessary.

F-5 Out of State Travel Tab

All out-of-state travel is to be recorded on the Out-of-State sheet. On the Out-of-State tab of Form F-5, complete the per diem section and record of transportation duties performed as described in this section.

Per Diem for Out-of-State Travel

Complete the per diem section of the Out-of-State Travel tab as follows.

Out-of-State: Leave/Return to Headquarters (Columns a and b)

Instructions for time of departure and return are the same as for in-state travel. Refer to [In-State: Leave/Return to Headquarters \(Columns a and b\)](#) for instructions.

Out-of-State: Meals and Lodging Not to Exceed Flat Rate (Columns c, d, and e)

- **Meals (Column c):** Enter actual cost of meals, not to exceed the maximum meal rate allowance.
- **Lodging (Column d):** Enter actual cost of lodging, not to exceed the maximum lodging rate allowance.
 - **Important:** Do not include hotel taxes in this column.
 - **NOTE: The Comptroller will not accept a hotel receipt that shows only a cash payment. The night's lodging and tax must be itemized separately on the receipt.**
- **Total (Column e):** Form will calculate total dollar amount claimed for meals and lodging not to exceed the maximum for that locality.

Out-of-State: Actual Expense Schedule (Columns f, g, and h)

Enter actual amount spent for meals and lodging. Prior approval to claim actual expenses must be received from a Commissioner or the Executive Director. Total actual expenses may not exceed twice the locality rate.

Record of Transportation and Duties Performed for Out-of-State Travel

Record of Transportation and Duties Performed: Same as for the In-State tab. Refer to [Record of Transportation and Duties Performed for In-State Travel](#) for instructions.

F-5 Certification & Signature

Important: Travel vouchers must be certified and signed by the claimant.