I. Title: Meals and Lodging Expenses on Travel Voucher

II. Policy

A. An employee traveling on official business may be reimbursed for meals and lodging, as determined by the following UT Health San Antonio rules and by policies found in the State of Texas Comptroller’s TexTravel guide. State employee “travel expense reimbursement is not a per diem. An employee must claim the actual expenses incurred for meals and lodging not to exceed the maximum allowable rates.” The policy can be accessed from the TexTravel web site at https://fmx.cpa.texas.gov/fmx/travel/textravel/meallodg/index.php. Meals and lodging reimbursements are based on actual expenses incurred by the traveler. Some fund groups have a set maximum limit for these costs. Lodging expenses at a location other than a commercial lodging establishment cannot be reimbursed.

B. “Designated headquarters” is the corporate limits of the city of the employee’s primary duty point. Official time is the departure and return time to the city limits of the employee’s primary duty point. If the employee flies, the time of departure and return is that of the airline, not when the employee leaves from or returns to the office or home.

C. Rules for reimbursement of meals and lodging expenses are indicated in detail below. The rules for domestic travel are summarized in the table at the end of this section.

II. Within Headquarters City

A. Reimbursement for meals and lodging is not allowed from any fund group.

III. In-State, No Overnight Stay

A. Reimbursement for meals and lodging is not allowed from any fund group. However, show time leaving and returning to duty point on the back of the Travel Voucher.

IV. All Business Travel

A. Effective 9/1/2018, disallowed on state appropriations, fund 14001. This excludes Laredo Extension – fund 14107, SAlSI – fund 14214, and Barshop – fund 14215.
V. In-State with Overnight Stay, Laredo, SALSI, Barshop, State Grant and Tobacco Funds (14107, 14214, 14215, 15xxx, 420xx, 23055, 23056, 23065, 23066)

A. Reimbursement for meals cannot exceed the federal per diem rates for the specific city. Should the city not be listed on the General Services Administration (GSA) Web site at http://www.gsa.gov/perdiem, then locate the county in which that city is located. If neither the city nor the county is listed, the GSA per diem Standard Rate for meals and lodging will apply. The itemized hotel bill must be submitted with the Travel Voucher. Show the time leaving and returning on the back of the Travel Voucher.

VI. Out-of-State, No Overnight Stay

A. Reimbursement for meals and lodging is not allowed from any fund group. However, show time leaving and returning to duty point on the back of the Travel Voucher.

VII. Out-of-State with Overnight Stay, Laredo, SALSI, Barshop, State Grant and Tobacco Funds (14107, 14214, 14215, 15xxx, 420xx, 23055, 23056, 23065, 23066)

A. Reimbursement for meals and lodging is determined by the location of the business site. Out-of-state meals and lodging rates are maintained by the General Services Administration (GSA) at http://www.gsa.gov/perdiem. The itemized hotel bill must be submitted with the Travel Voucher. Show the times leaving and returning to duty point on the back of the Travel Voucher.

VIII. Outside the Continental United States with Overnight Stay, Non-State Fund Groups

A. Actual expenses for meals and lodging are allowed when traveling to Alaska, Hawaii, Mexico, Canada, U.S. protectorates, and foreign countries. Rates of exchange can be obtained at http://www.oanda.com/converter/classic attach a copy of the rate of exchange from the web site. Expenses on the Travel Voucher must be listed in American dollars. The itemized hotel bill must be submitted with the Travel Voucher. Show the times leaving and returning to duty point on the back of the Travel Voucher.

IX. Travel In-State or Out-of-State with Overnight Stay, Federal, Local and Private Grants, Non-State Fund Groups (410xx, 429xx, 43xxx-44999, 48xxx, 21001, 35001, and 23xxx except 23055, 23056, 23065, 23066)

A. Actual expenses for meals and lodging will be reimbursed up to $350 a day. For out-of-state, if expenses exceed $350 the traveler can receive the greater of $350 or the rate allowed for that location. The itemized hotel bill must be submitted with the Travel Voucher. Show the times leaving and returning to duty point on the back of the Travel Voucher.

X. No Lodging Charges

A. Employees who have no lodging charges due to staying with friends or relatives may be reimbursed for their meals only. Meals cannot exceed the maximum allowed for that location and fund group. Refer to specific circumstances described above.
XI. Room Rates

A. If two or more individuals on University business share a room, each needs to claim an equal portion of the room charge. When sharing with an individual not on University business, the traveler may be reimbursed at a rate not to exceed the single room rate. In this situation evidence of the single room rate should be included with the Travel Voucher.

XII. Texas Occupancy Tax

A. Employees traveling in Texas on official business are exempt from paying the Texas Hotel Occupancy Tax. When checking in, employees should give a completed and signed Texas Hotel Occupancy Tax Exemption Certificate to the hotel clerk. UT Health San Antonio employees are not exempt from paying county and city occupancy taxes. When charging travel to State or tobacco funds, the reimbursement for these two taxes may not exceed the applicable local tax rate multiplied by the maximum lodging reimbursement allowed for state funds. The lodging tax allowed on all other fund groups will be the applicable tax rate multiplied by the maximum lodging reimbursement allowed for the fund being charged. If the lodging paid was less than the maximum allowed for that fund group, the room tax reimbursement will be the actual taxes paid. The type of tax (city and county) must be identified on the front of the Travel Voucher under “Other Travel Expenses”.

XIII. Out-of-State Lodging Occupancy Tax

A. All lodging occupancy taxes must be paid for out-of-state trips. Reimbursement for these taxes is limited to the applicable tax rate multiplied by the maximum lodging reimbursement rate established for that location for state and tobacco funds. The lodging tax for all other fund groups will be the applicable tax rate multiplied by the maximum lodging allowed for the fund being charged. If the lodging was less than the maximum allowed for that location or fund, the room tax reimbursement will be the actual taxes paid. These lodging taxes should be claimed on the front of the Travel Voucher under “Other Travel Expenses” on the line below the registration line.

XIV. Practice Plan Funds (22xxx)

A. Actual expenses for meals and lodging can be reimbursed with the approval of department head. Expenses not allowed are: movies; suites of double rooms (unless shared with other meeting attendees); alcoholic beverages; and personal phone calls.
XV. Summary of Domestic Travel Reimbursement Rates

<table>
<thead>
<tr>
<th>Fund Groups</th>
<th>Travel Scenario</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>State funds (excluding Laredo, SALSI, Barshop, Tobacco funds and state grants)</strong></td>
<td>In-state with overnight stay</td>
</tr>
<tr>
<td>14001</td>
<td>Travel charges disallowed effective 09/01/2018.</td>
</tr>
<tr>
<td>14107, 14214, 14215, 15xxx, 23055, 23056, 23065, 23066, 420xx</td>
<td>GSA per diem rates apply, See GSA Web site at <a href="http://www.gsa.gov/perdiem">http://www.gsa.gov/perdiem</a> to determine rates.</td>
</tr>
<tr>
<td>410xx, 429xx, 43xxx, 44xxx, 48xxx, 21001, 23xxx (except funds listed above) and 35001</td>
<td>Actual meals and lodging expenses up to $350 per day total.</td>
</tr>
<tr>
<td>22xxx</td>
<td>*Actual expenses.</td>
</tr>
</tbody>
</table>

* Actual expenses exclude movies, double suites, alcoholic beverages, personal phone calls and other unallowable expenses.