



Student Health Services Travel Guidelines

Hotel:

- For conference hotels, book directly with the hotel, using the conference code
- Use Concur booking to search for hotel rooms close to the conference location- Concur offers the state employee discounts
- State Occupancy Tax:
 - The University will not reimburse for state occupancy tax. Make sure to present the exemption form at the time of check out and double-check your receipt to make sure it has been taken off
 - If the hotel charges the tax, you will need to call the hotel and have it removed OR we can allocate the tax as non-reimbursable
- Hotel Parking:
 - If you have the choice between self-parking and valet parking, the University only reimburses up to the self-parking rate
- Meals:
 - Room service meals are reimbursable, as long as the meal is for the traveler alone. Itemized receipts are required.

AirBnB/ Room rentals/ Apartment rentals:

- AirBnB or other room/ apartment rentals are only reimbursable if it makes fiscal sense. Before booking, get a quote for a nearby hotel and compare pricing. Be aware of cleaning fees and service fees, they add up quickly.
- To be able to get reimbursed, we need to see the rate/ night and other fees/ night on the receipt. Only the booking confirmation is not sufficient.
- If you choose the rental over a hotel room, even though it is not less expensive, we will reimburse up to the hotel rate if you have a quote for the hotel

Flights

- Flights are required to be booked through Concur
 - Exception: less expensive flight found elsewhere, documentation must include Concur/ other source comparison
- Upgraded seats are not reimbursable
- Flight changes are not reimbursable
- Checked luggage is reimbursable- keep receipt

Meals:

- Receipts are required and need to be itemized- keep or attached the itemized copy and the copy with your signature that shows the tip amount



- Only use TAMU travel card if you travel by yourself- if you are traveling with a friend or family member, pre-pay with your personal credit card or cash, then circle the items that were yours on the receipt
- Meals are only reimbursable for overnight trips. The GSA meal rate is the maximum allowance per day for continuing education. On the first and last day of travel, the rate is 75% of the GSA rate.
- Do NOT purchase alcohol with the TAMU travel card.

Uber/ Taxi

- Uber and taxi transports are only reimbursable for airport to hotel and return trips or trips to and from official business
- For airport to hotel transports, check pricing with shuttle companies, usually they offer very competitive pricing
- If you use the TAMU travel card on your Uber account, make sure to not make a default card.

Mileage/ Gas:

- We either reimburse for mileage or gas, not both
- Use the mileage calculator in Concur to calculate your miles and amount
- For trips out of state, the University only reimburses up to the amount you would have spent for the flight. Search for a flight to the nearest airport and save pricing quote- attach to mileage expense in Concur. Please get with Maggie or Brittany and they will be able to help you submit the correct documents and the correct amount.

Rental Car:

- Rental cars must be booked through Concur
- Do not select any additional insurance coverage, the A&M contract gives you full coverage
- When using a rental car instead of your personal vehicle, we reimburse for gas, not mileage. Keep your receipt!

Traveling with a family member

- The University only pays for your travel expenses, not your family member's. Please be mindful and use your personal credit card when you share meals/ other expenses.
- Do not use the TAMU travel card for anything other than your own expenses.
- Violation will result in cancellation of your TAMU travel card.

Please contact the SHS Business Office at (979) 458-8260 for any questions regarding these guidelines during normal operating hours.