Travel

OP 79.06

Non-Reimbursable Expenses.

- Alcoholic beverages on all accounts
- Baggage charges (excess) for personal belongings
- Expenses that do not relate to official state business
- Expenses that are related to the operation of a personally owned vehicle, excluding parking/toll fees
- Hotel occupancy tax when the employee does not claim the exemption
- International Health and Medical Evacuation (MEDEVAC) Insurance
- Kennel expense for a pet while on official travel
- Medical supplies i.e., aspirin, flu medication
- Personal expenses i.e., dry cleaning/laundry, movie rentals,

Receipt Requirements.

- Actual meal receipts are required by TTUHSC. Lost or missing meal receipts may be reimbursed up to \$10 per day. Receipts must be provided for reimbursements in excess of \$10 per day.
- Lodging receipts are required. The name of the employee, the single room rate and a daily
 itemization of the lodging charges must be included on the receipt. The receipt must have detail
 showing paid status with a zero balance.
- If the receipt is unavailable, the supporting documentation must include the canceled check or credit card slip used to pay the meal or lodging expense, the credit card billing on which the meal or lodging charges appear or a copy of the receipt, check, slip or billing. A statement must be included declaring why the original receipt is not available.

Trip Analysis (Required)

Traveler's Name:

Travel Dates:

Destination:

Time left:

Time Returned:

<u> </u>					eals Y LIMIT = :			
Date	Breakfast	Lunch	Dinner	Other*	Other*	Other*	TOTAL	*Explanations
-	\$	\$	\$	\$	\$	\$	\$	
	\$	\$	\$	\$	\$	\$	\$	
	\$.	\$	\$	\$	\$	\$	\$	
	\$	\$	\$	\$	\$	\$	\$	
	\$	\$	\$	\$	\$	\$	\$	
	\$	\$	\$	\$	\$	\$	\$	
	\$	\$	\$	\$	\$	\$	\$	
	\$	\$	\$	\$	\$	\$	\$	
	\$	\$	\$	\$	\$	\$	\$	
	\$	\$	\$	\$	\$	\$	\$	
	\$	\$	\$	\$	\$	\$	\$	
	\$	\$	\$	\$	\$	\$	\$	
	\$	\$	\$	\$	\$	\$	\$	
	\$	\$	\$	\$	\$	\$	\$	
	<u> </u>						\$	Total Meals

Airfare	\$
Rental	\$
Lodging	\$
Parking	\$
Fuel	\$
Taxi Fares	\$
Phone calls (Business)	\$
Tolls	\$
TOTAL	\$
	Laboratoria de la constitución d

Other Travel Expenses

HSC to Lubbock Airport = 10 miles (one way)
Reimbursable from HSC during normal working hours.
Reimbursable from Residence outside normal working hours.

Mileage Explanation:

Trip Total	\$

Only \$10 per day may be reimbursed for lost meal receipts.

Non-Reimbursable Expenses: (Please see HSC OP 79.06 for full list)

Meals or lodging expenses incurred while traveling w/l the designated headquarters.

Meal expenses for travel w/o an overnight stay away from headquarters.

Tips or gratuities on state appropriated and Federal and State grant accounts.

Alcoholic beverages.

I certify that the expense account shown above is true and correct.

Traveler Signature	Date