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A Roadmap to Sponsored Project Travel

Presented by **Sponsored Research Services**



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Division of Research

Presenters

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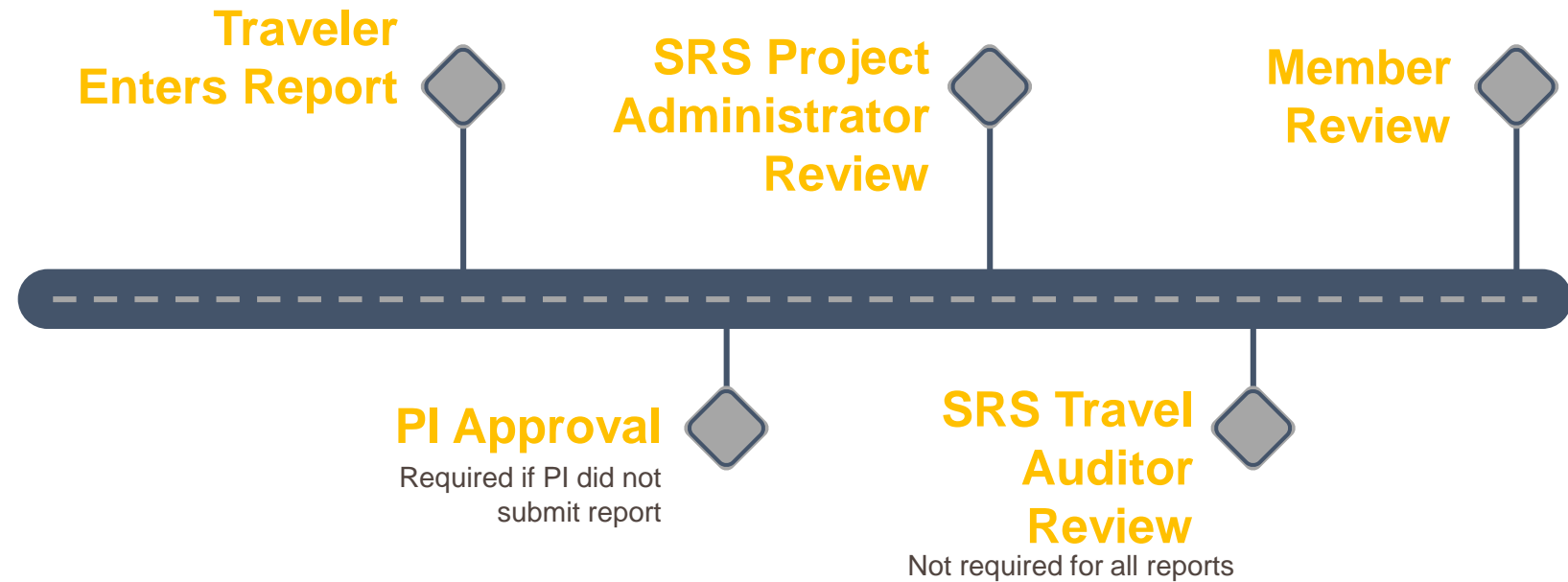


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Concur Report Workflow

Sponsored Projects



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Project Administrator Review

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Concur Report Header



Who is Traveling?



What is the Travel Classification?



What are the Dates of the Trip?



What is the Destination?



What is the Benefit to the Project?

Concur Report Header (cont.)

Report header for: Internship-Baltimore, MD ☐ ×

[Previous Comment](#) [View All](#)

Entered By BRITNEY CASTILLO: Please provide a more detailed purpose and benefit to TAMU for the internship expense on this report.

Policy Travel	Destination Internship-Baltimore, MD E	Trip Start Date 05/01/2021	Trip End Date 08/01/2021 B
Report Date 09/14/2021	Purpose & Benefit Internship Travel C	Employee Name JENKINS, BRITTANY A	Report Key 851771
Report Id 5A439061673346789CDD	Report Currency US, Dollar	Receipts Received No	Submit Date 09/15/2021
Approval Status Approved	Payment Status Payment Confirmed	Policy TRAVEL	System Member (02) TEXAS A&M UNIVERSITY
Department / Sub-Department (CYBR) CYBERSECURITY CENTE	Account (404871 05001) INTERNSHIPS - SE	Account Attributes (OF) SRS FEDERAL	Personal Travel Included? ? No
Department Reference Number	Travel Classification Student-Domestic Travel D	Student Travel Type Personal Educational Pursuit	Headquarters COLLEGE STATION, TX
Auth. Request Encumbrance Release Final	Famis External VID ?		

Close

Expense Detail

Account(s)

Allocation Summary						
*TAM - Custom 01 - Policy TRAVEL	*TAM - Custom 02 - System Member 02	*TAM - Custom 03 - Division / Department- Sub Dept CYBR	*TAM - Custom 04 - Program / SL-SA 404871 02001	*TAM - Custom 05 - Project / Acct Attributes OF	*TAM - Custom 06 - Task	Amount \$1,178.17

Object Code Classifications

07/02/2021	Hotel	Marriott Hotels	Marriott Hotels	Mansfield	Out of Pocket	\$132.90	3030	Employee-In State	No	No	Hotel while teaching near the school
Allocations : 100.00% (\$132.90) TRAVEL-02-CYBR-404871 02001-OF Unallowable Charge : No											
07/01/2021	Hotel	Marriott Hotels	Marriott Hotels	Mansfield	Out of Pocket	\$149.00	3030	Employee-In State	No	No	Hotel while teaching near the school
Allocations : 100.00% (\$149.00) TRAVEL-02-CYBR-404871 02001-OF Unallowable Charge : No											
06/30/2021	Hotel	Marriott Hotels	Marriott Hotels	Mansfield	Out of Pocket	\$94.00	3030	Employee-In State	No	No	Hotel while teaching near the school
Allocations : 100.00% (\$94.00) TRAVEL-02-CYBR-404871 02001-OF Unallowable Charge : No											
06/29/2021	Hotel	Marriott Hotels	Marriott Hotels	Mansfield	Out of Pocket	\$94.00	3030	Employee-In State	No	No	Hotel while teaching near the school
Allocations : 100.00% (\$94.00) TRAVEL-02-CYBR-404871 02001-OF Unallowable Charge : No											
06/28/2021	Hotel	Marriott Hotels	Marriott Hotels	Mansfield	Out of Pocket	\$94.00	3030	Employee-In State	No	No	Hotel while teaching near the school
Allocations : 100.00% (\$94.00) TRAVEL-02-CYBR-404871 02001-OF Unallowable Charge : No											
06/27/2021	Hotel	Marriott Hotels	Marriott Hotels	Mansfield	Out of Pocket	\$104.00	3030	Employee-In State	No	No	Hotel while teaching near the school
Allocations : 100.00% (\$104.00) TRAVEL-02-CYBR-404871 02001-OF Unallowable Charge : No											
Hotel Tax											

Expense Detail

Expenditures

07/02/2021	Hotel	Marriott Hotels	Marriott Hotels	Mansfield	Out of Pocket	\$132.90	3030	Employee-In State	No	No	Hotel while teaching near the school
	Allocations :	100.00% (\$132.90) TRAVEL-02-CYBR-404871 02001-OF									
	Unallowable Charge :	No									
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	Unallowable Charge :	No									
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	Unallowable Charge :	No									
	Hotel Tax										

Expense Detail

Generally Unallowable Expenses

- Entertainment expenses, social activities, sight-seeing tours, sporting events
- Parking or speeding tickets
- Alcoholic Beverages
- Personal items purchased due to lost/delayed baggage arrival
- Office supplies not related to business
- Magazines, newspapers, books unrelated to business
- Hotel Gym fees, hotel movie rentals
- Business Meals
- Costs incurred by unreasonable failure to cancel transportation or lodging reservations

Comments by Project Administrator

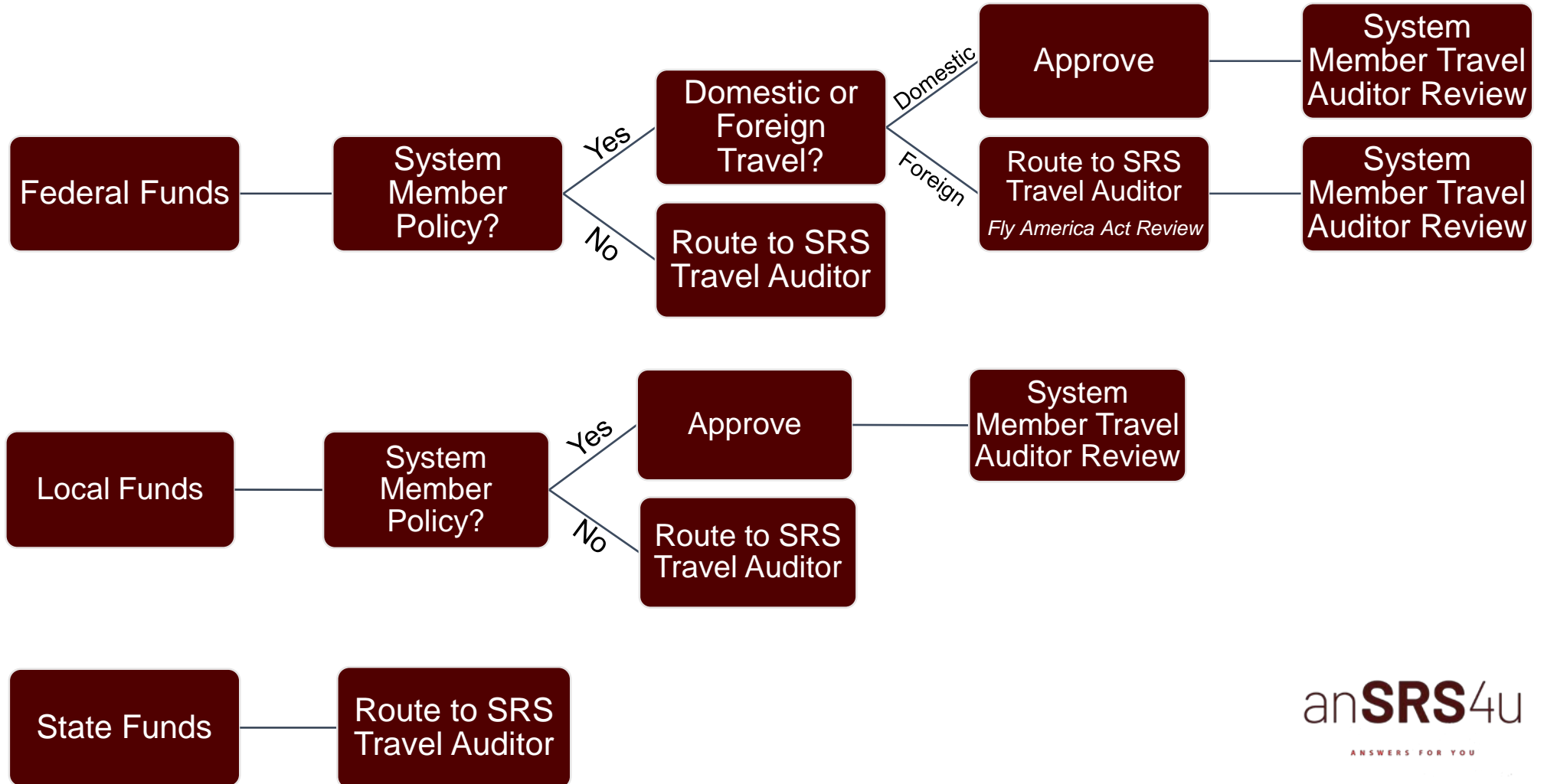
- **Ready to Approve**

- The Project Administrator will leave one of the following three comments:
 1. Federal Funds
 2. Local Funds
 3. State Funds
- If a travel policy is applied that is not the System Member's travel policy then the Project Administrator will leave an additional note to indicate which travel policy to follow. This note will be reviewed by the SRS Travel Auditor and the report will be audited against the appropriate policy. Ex. *"State Funds- QNRF Travel Policy"*

- **Cannot Approve**

- The Project Administrator will leave a detailed comment as to why the report cannot be approved and return the report

Approval Routing Decision Process



Example Sponsor List

SRS Travel Auditor Review Required

- AASHTO/CH2M HILL
- ARAMCO
- Arizona DOT
- Bill and Melinda Gates Foundation
- Caltrans (California DOT)
- CAMP (Crash Avoidance Metrics Partnership)
- CPRIT (Cancer Prevention and Research Institute of Texas)
- FEMA (Federal Emergency Management Agency)
- HARC (Houston Advanced Research Center)
- International Food Policy Research Institute
- PCORI (Patient-Centered Outcomes Research Institute)
- Qatar National Research Fund Projects (Cycle 8 on)
- State of Arizona
- State of Florida
- State of Louisiana
- TCEQ (Texas Commission on Environmental Quality)
- Texas Department of Agriculture
- Texas Education Agency
- Texas Wildlife and Fisheries
- TGLO (Texas General Land Office)
- TPWD (Texas Parks and Wildlife Department)
- United Nations Environment Programme
- United Sorghum Checkoff Program
- University of Florida

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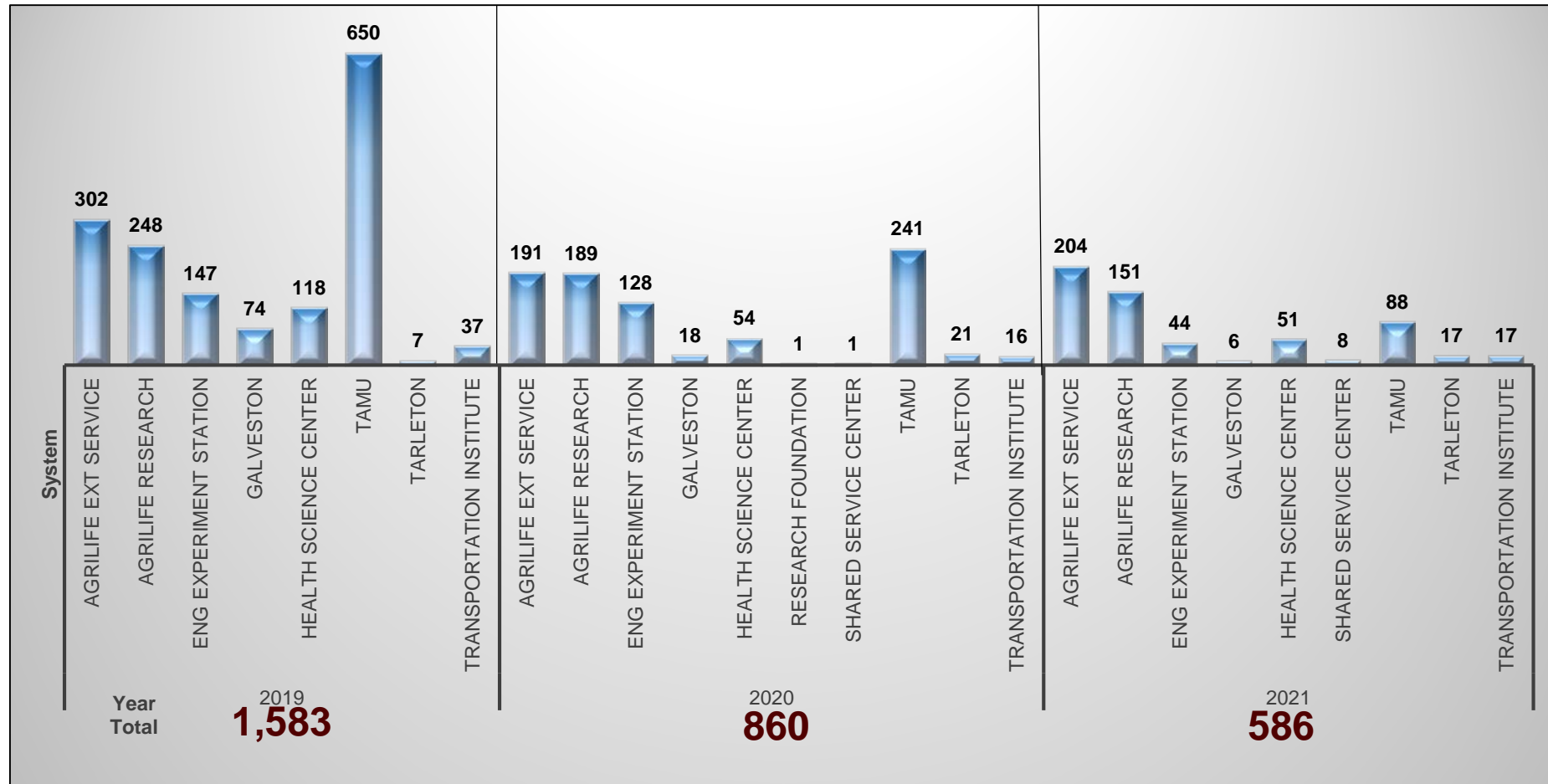
SRS Travel Auditor Review

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Travel Report Chart



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General Travel Guidelines



Travel Agents



Reminders



Non-A&M Affiliated Travelers

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Travel Agents

- **Travel Agents**

- [Corporate Travel Planners](#) is Texas A&M's contracted and preferred travel agent. Please note that if booking outside of Concur through a travel agent that the services provided and pricing has to be equal to or less than our contracted provider.
- Conservation of funds policy, [Texas Government Code Chapter 660](#), also applies to travel agent fees and would be considered an audit finding on state accounts if paying more than the contracted rate with Corporate Travel Planners.
- If you're not utilizing the Concur travel reservation system, then you do not have to use CTP Travel. By not booking through Concur or CTP, you will not be able to save money on our contracted discounts rates with multiple vendors.

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Reminders

- Submit travel reports timely- within 90 days
 - If travel is near the end date of a project, these may need to be submitted sooner in order for the expense to be billed to the sponsor
 - At 90 days, expenses that are not submitted become taxable to the cardholder.
([IRS Accountability Plan](#))
- The university travel card should be used for travel related expenses only
- Use of the Travel Card is highly encouraged
 - This prevents the employee from paying out of pocket and waiting on reimbursement.
- Make line comments explaining why something was done. (e.g. Rented an SUV to carry supplies)



Non-A&M Affiliated Travelers

- Guests, consultants or other individual not employed by TAMU must adhere to the grant travel requirements.
- Non-Employees on Texas A&M Grant Business
 - Must travel by the least expensive method. (Car vs. Rental or Economy airfare)
 - Follow GSA Rates
 - If a prospective employee pays out of pocket, taxes will be reimbursed. If someone at TAMU pays for them on the Travel Card then the exempt form must be presented.

Fly America Act



- **Fly America Act**
- **Open Skies**
- **Fly America Exception Form**

Fly America Act



- **Federal Fly America Act** requires that all federally funded travel be on a US flag carrier.
- In no case is the use of a foreign air carrier justified because of cost, convenience, or traveler preference.

The Open Skies Agreement



- **Open Skies Agreement** is a bilateral or multilateral air transport agreement between the U.S. and the government of a foreign country.
- This agreement allows for travel on European Union, Swiss, Australian and Japanese Airlines with limitations. Do not assume that travel will be allowed, contact your CTP Travel Agent, SRS travel auditor, or Project Administrator for verification before purchasing tickets.
- The United Kingdom is no longer part of the European Union

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Fly America Exception Form



- **Fly America Exception Form-**
Must be signed and attached if a US Flag Carrier was not used.

Fly America Exception Form



"FLY AMERICA ACT" EXCEPTIONS FORM

INSTRUCTIONS

When a traveler uses a non-U.S.-flag carrier on travel to be charged to federally sponsored awards, this form, along with any relevant supporting documentation, must be completed and submitted for reimbursement.

REQUIRED INFORMATION

Traveler's Name _____ Account Number _____
Travel Origin _____ Travel Destination _____
Foreign Carrier _____ Dates of Travel _____

EXCEPTIONS

All air travel on federal awards must comply with the Fly America Act. In some instances, your airline may use a non U.S. flag air carrier if it meets one or more of the exception criteria listed in the Federal Travel Regulation guidelines FTR sections 301-10.135-138. **Please check all applicable boxes below where exception criteria are met.** Please note that lower cost and personal convenience are not acceptable criteria for justifying the non-availability of a U.S. flag air carrier.

I. Travel To and From the United States:

- a. If a U.S.-flag air carrier offers nonstop or direct service (no aircraft change) from origin to your destination, you must use the U.S. air carrier service unless such use would:
- Extend travel time, including delays at origin, by 24 hours or more.
- b. If a U.S.-flag air carrier does not offer nonstop or direct service from your origin to your destination, you must use U.S.-flag air carrier service on every portion of the route that it provides service, unless such use would:
- Increase the number aircraft changes you must make outside of the U.S. by 2 or more; or
 - Extend your travel time by at least 6 hours or more; or
 - Require a connection time of 4 hours or more at an overseas interchange point.

II. Travel Between Two Points Outside the United States:

- a. You must always use a U.S. flag carrier for such travel, if available, unless when compared to using a foreign air carrier, such use would:
- Increase the number aircraft changes you must make en-route by 2 or more; or
 - Extend your travel time by at least 6 hours or more; or
 - Require a connection time of 4 hours or more at an overseas interchange point.

III. There was no U.S. flag air carrier service available for this itinerary at the time of booking:

- Yes
- No

Certification: I hereby certify that no U.S. flag carriers met the Fly America Act criteria at the time of my trip and that traveling on the foreign air carrier was a matter of necessity. The air travel expense is in compliance with the Federal Travel Regulations and the Sponsored Research Services policies.

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State of Texas Travel Policy



Public Transportation



Mileage Reimbursement and Rental Car



Meals and Lodging

<https://fmx.cpa.texas.gov/fmx/travel/texttravel/>

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Public Transportation

- **Travelers should comparison shop for the airfare itinerary that most efficiently (time and cost) serves their travel needs.**
- **Economy class tickets (Air/Rail/Boat/Bus) should always be chosen unless:**
 - There is a medical necessity which is on file with Human Resources
- **Seat upgrades are not allowable on most grants that follow State of Texas Guidelines**
- **Baggage fees**
 - First bag can be claimed as a business expense.
 - Additional bags require justification.
- **Trip protection insurance (Cancellation/Interruption) should not be purchased. If purchased a business justification demonstrating why it is likely that the trip would be cancelled is required.**
- **Tips for Uber/Lyft/Taxi drivers are not allowed.**



Rental Cars

- [Rental Car Calculator](#) – is required for any state or state agency grant. One must calculate the most cost-effective method of transportation and use that transportation, or the reimbursement will be limited to the most cost-effective method.
- Cars other than a sedan require justification in the notes.
- [Motor Vehicle Rental Tax](#) is unallowable. You must show the exemption certificate to rental agency to have the tax removed.
- Preferred that the traveler refill the gas tank before returning the vehicle for cost savings.



Mileage Reimbursement

- The preferred method of mileage calculation is the Concur mileage calculator. However, actual odometer readings are also allowable.

Mileage Calculator

Waypoints

- A Harrington Education Center Office Tow **27.8 MI** Personal
- B 1210 Hackberry St, Heame, TX 77859, **27.4 MI** Personal
- C Harrington Education Center Office Tow

Directions

A Harrington Education Center Office Tower, 540 Ross St, College Station, TX 77840, USA

27.8 mi. About 35 mins

1. Head northwest toward Ross St 164 ft
2. Turn left onto Ross St 125 ft
3. Turn right onto Asbury St 0.2 mi
4. Turn right onto University Dr Pass by Subway (on the left) 2.7 mi
5. Turn left onto Texas 6 Frontage Rd N 1.2 mi

Deduct Commute

TOTAL PERSONAL **0.0 MI** | TOTAL BUSINESS **55.2 MI**

Map

Google

Keyboard shortcuts Map data ©2021 Terms of Use Report a map error

Close



Mileage Reimbursement

- Personal mileage is currently \$0.56 per mile.
- If a rental car was less expensive but you used your personal vehicle the mileage must be adjusted to the estimated rental car rate.
- 4 per car rule – if multiple people are going to the same event, mileage can only be claimed for one car for every four people.
- Gas is not reimbursable if claiming personal mileage.





Meals and Lodging

- **GSA Rates**
 - These rates outline maximum reimbursable costs for meals and lodging per day
 - These rates change based on your travel destination
 - Be sure to review these rates prior to your trip as these fluctuate occasionally
 - Remember 1st and last day meals are at 75% of the meal rate.
- **Unused meals can be used to get a higher rate for your room.**
 - **Example: College Station's GSA is 96.00. Meals are 44.25 for the first day, 59.00 until the last day which again is 44.25. Let's say it's Friday, the day before a big game. You can't find a room for 96.00. However, if you choose to keep meals at a minimum, you can get a room for up to the amount of left over meal per diem. If you only eat 14.25 the first day you will have 30.00 left to add to your hotel allowance which is now 126.00 on the first day. The opposite scenario cannot be applied where hotel rate is decreased to increase meal allowance**



Meals and Lodging (cont'd)

- **Valet parking** – is only allowed if you aren't given a choice, such as the hotel only offers valet parking
- **Business meals**
 - The employee's portion of the business meal goes toward the individual's GSA meal allowance.
 - Sales Tax is not allowed on business meals although it is allowed on individual meals. Present the [Texas Sales Tax Exemption Form](#).
 - All names of the people at the meal must be listed in the Concur report.

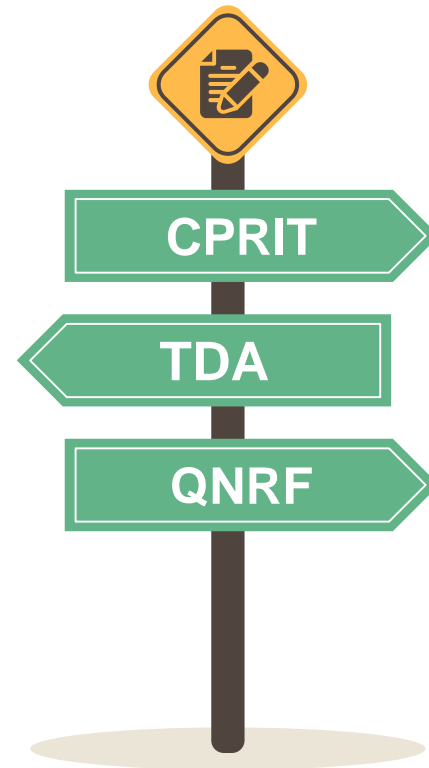


Meals and Lodging (cont'd)

- **Unallowable Costs:**

- [State Hotel Occupancy tax form](#) – You need to present this for to the hotel to get the exemption. The Sales tax exempt form can also be presented to avoid sales tax on parking, meals or internet but is not required.
- Meals/Hotels may not be claimed within the range of the employees head quarters. Your HQ is listed in Concur. However if an individual is using an Alternative Work Location outside of their designated HQ then it must be entered in the comments.
- Meals cannot be claimed if there is no overnight stay. If an overnight stay is not being claimed because it was paid/provided by someone else, the information must be provided in the comments.
- Meal Tips or Hotel Service Tips – Not allowed on any grants that use State of Texas **Guidelines.**

Sponsor Specific Guidelines



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CPRIT:

Cancer Prevention & Research Institute of Texas

- **Although CPRIT follows the State of Texas Travel Guidelines, they require more supporting documentation.**
 - **All receipts are required and must be detailed. Credit card receipts are not acceptable.**
 - **Personal mileage documentation must include either odometer readings or maps from Concur showing the route taken and must be uploaded to receipts.**
 - **The GSA page must be screen printed to PDF and attached to the receipts.**
 - **If the receipt is not in US \$ then a conversion to US \$ must be provided in the receipts.**
- **Membership Dues are unallowable. (Make sure they are not embedded in the conference costs)**
- **All acronyms need to be defined**

QNR

Qatar National Research Fund

- QNRF prefers Qatar Airline, however other airlines are also acceptable.
- Visa fees, shipment of passports by mail and inoculations are allowable.
- Meal and lodging costs should be considered reasonable and allowable only to the extent such costs do not exceed charges normally allowed by the institution in its regular operations as the result of the institution's written travel policy and in compliance with the per diem rates set by QNRF which are subject to changes annually
- Consultant travel is unallowable.
- Qatar has a list of items they will not cover on their website.

Additional State Sponsors

Above State Guidelines

- **Some state sponsors want to see additional documentation outside of the State of Texas guidelines. This list is not inclusive. If you are unsure, consult with your Project Administrator prior to travel.**
- **Detailed Receipts are required for:**
 - **Texas Commission on Environmental Quality (TCEQ)**
 - **Texas Parks & Wildlife Department (TPWD)**
 - **Texas General Land Office (TGLO)**
 - **Texas Water Development Board (TWDB)**
 - **Governor's University Research Initiative (GURI)**
- **TDA – Texas Department of Agriculture**
 - **Detailed Receipts**
 - **Meals are NOT allowed.**

Helpful Links

- [Fly America Act Information](#)
- [Fly America Exemption Form](#)
- [Texas Sales Tax Exemption Form](#)
- [State Hotel Occupancy tax Exemption form](#)
- [GSA Rate Lookup](#)
- [Motor Vehicle Rental Tax Exemption Form](#)
- [Rental Car vs Personal Car Calculator](#)
- [State of Texas Travel Guidelines](#)
- [Corporate Travel Planners](#)
- [Texas Government Code Chapter 660](#)
- [IRS Accountability Plan](#)
- [CPRIT](#) Starting on page 133
- [QNRF](#)

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