

TWDB INTERNAL TRAVEL POLICIES

(as they apply to SAC & BBEST travel)

Transportation

- A. A committee member is entitled to be reimbursed for transportation charges incurred while conducting committee business. The employee should select the **most cost effective method** of transportation available.
 - 1) Use of rental cars should be limited to situations when the use of a rental car is cost effective and appropriate for the business being conducted. The rental car receipt should be issued in the name of the traveler. Travelers must fill rent cars with gasoline before returning them to avoid re-fuel charges. Original gas receipt with the name of the vendor must be submitted for reimbursement. Insurance coverage offered by the rental company should be waived at the time of rental. Make sure the rental car vendor does not charge for the non-mandatory fee GARS-Government Administrative Rate Supplement.
 - 2) A committee member is entitled to be reimbursed for mileage incurred to conduct state business. The number of reimbursable miles *may not* exceed the number of miles of the most cost-effective reasonably safe route between two duty points. In determining the most cost-effective reasonably safe route, a state agency may consider the route that provides the shortest distance, the quickest drive time or the safest road conditions.

Meals on Non-Overnight Trips

- A. Applicable on a non-overnight trip in which an appointee, whose duties require travel outside his/her home headquarters for a minimum of six hours, but does not require an overnight stay, may claim reimbursement for the actual cost of the meal, not to exceed \$15.00, when the following conditions are met:
 - 1) the employee returns to his/her headquarters at 6:00 p.m. or after;
 - 2) an original receipt for the actual cost of the meal is provided (tips are not reimbursable);
 - 3) all other applicable travel policies have been followed.
- B. An appointee whose duties require travel outside his/her home headquarters over twelve hours, but does not require an overnight stay, may claim reimbursement for the cost of meals up to \$36.00 when the following conditions are met:
 - 1) the employee returns to his/her headquarters at 6:00 p.m. or after;
 - 2) an original receipt for the actual cost of the meal is provided (tips are not reimbursable);
 - 3) all other applicable travel policies have been followed.

Overnight Trips

- A. An appointee who travels within the state of Texas on official business which requires overnight lodging outside his/her home headquarters will be allowed to claim the actual cost of meals and lodging not to exceed the rates specified by the Legislature.(see GSA table) ***There will be no reimbursement for alcoholic beverages or gratuities.***
 - 1) Original receipt in the traveler's name is required for lodging. The receipt must show a balance of \$0. Taxes will be charged on the bill and reimbursed to the individual.
 - 2) **State travel expense reimbursement is not a per diem.** This rule is available at: <https://fmx.cpa.state.tx.us/fmx/travel/texttravel/meallodg/index.php>. An employee must claim the actual expenses incurred for meals not to exceed the maximum allowable rates. The maximum should not be claimed unless the actual expenditures equal or exceed the maximum allowable rate.