

| | <u>Current Policy</u> | <u>Proposed Policy</u> |
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| Airfare | <p><u>State Appropriated and Local Funds</u></p> <p>Airfare must be purchased at the lowest price available (i.e., coach class), unless the President or designee approves a higher airfare (i.e., business class or first class) for one of the reasons below.</p> <ul style="list-style-type: none"> • It is medically necessary or other airfare is not available; • It enables the traveler to complete required work during the flight, or it enables the traveler to rest during the flight so that he/she can begin work more quickly following the flight [only applicable to international travel paid by local funds]. <p>http://www.uh.edu/mapp/04/040201B.pdf http://www.uh.edu/mapp/04/040201A.pdf</p> | <p><u>State Appropriated and Local Funds</u></p> <p>Only coach airfare can be purchased using university funds (travel card or reimbursement to employee). Any airfare cost in excess of coach fare is the responsibility of the traveler.</p> |
| Hotel and Meals | <p><u>State Appropriated Funds</u></p> <p>The person making the travel arrangements must verify that a state-contracted hotel room is purchased, if available. Non-contracted hotel room charged to an employee's Corporate Travel Card or personal credit card...requires a Travel Exemption Certification Form...[for reasons such as the hotel is the official conference hotel, state contractor not available at location, etc.]</p> <p>http://www.uh.edu/mapp/04/040201A.pdf</p> <p>Comments: MAPP 04.02.01A refers to the Comptroller's travel rules for state funds (Texttravel), which say that employees may not be reimbursed more than the maximum lodging rate, which varies by location outside of Texas. By purchasing a state-contracted hotel room, the traveler should be charged no more than the maximum rate.</p> <p><u>Local Funds</u></p> <p>Lodging expenses incurred during overnight travel may be reimbursed up to the amount actually expended, subject to the supervisor's approval. Lodging expenses should not be considered lavish or extravagant. Every effort should be made to find the least costly lodging establishment that will meet the traveler's business needs.</p> <p>http://www.uh.edu/mapp/04/040201B.pdf</p> | <p>Lodging and meal expenses can be made using university funds (travel card, procurement card or reimbursement to employee) subject to the following limits.</p> <ol style="list-style-type: none"> 1. Overnight travel in Texas <ol style="list-style-type: none"> a. <u>State appropriated funds</u> – meal and lodging expenses shall not exceed the maximum travel reimbursement rates published by the Texas Comptroller of Public Accounts (currently located at https://fmnx.cpa.state.tx.us/fm/travel/travelrates.php) b. <u>Local funds</u> – actual meal and lodging expenses combined shall not exceed \$220 per day. Meal expenses that exceed the maximum travel rate for meals published by the Texas Comptroller of Public Accounts must be supported by itemized receipts. Within the above limits, travelers may only be reimbursed up to the amount actually expended. Alcoholic beverages purchased with travel meals, if allowed by the department, cannot be charged to tuition, sponsored project, or Athletic cost centers. 2. Overnight travel outside of Texas but in continental U.S. <ol style="list-style-type: none"> a. <u>State appropriated funds</u> – meal and lodging expenditures shall not exceed the amount listed in the federal travel regulation. (currently located at http://www.gsa.gov/Portal/gsa/ep/contentView.do?contentId=17943&contentType=GSA_BASIC) b. <u>Local funds</u> – actual meal and lodging |

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| | | <p>expenses shall not exceed \$325 per day. Meal expenses that exceed the federal travel regulation meal per diem (M&I) for the travel destination must be supported by itemized receipts. Within the above limits, travelers may only be reimbursed up to the amount actually expended. Alcoholic beverages purchased with travel meals, if allowed by the department, cannot be charged to tuition, sponsored project, or Athletic cost centers.</p> <p>3. Travel outside continental U.S. – for state and local funds, reimbursement for meals and lodging expenses shall not exceed the higher amount of \$350 or the amount listed in the federal travel regulation (currently located at http://www.defensetravel.dod.mil/perdiem/perdiemrates.html). Meal expenses that exceed the federal travel regulation meal per diem (M&I) for the travel destination must be supported by itemized receipts. Within the above limits, travelers may only be reimbursed up to the amount actually expended. Alcoholic beverages purchased with travel meals, if allowed by the department, cannot be charged to state, tuition, sponsored project, or Athletic cost centers.</p> |
| Business Meals | <p>State-appropriated funds cannot be expended for entertainment expenses.</p> <p>Expenditure for any meal over \$100 per person must also be approved by the responsible vice president. Departments may elect to set internal limits for business meal expenses.</p> <p>Expenditures related to official university functions and discretionary items may be paid or reimbursed only if accompanied by the complete documentation listed below. All documents will be reviewed by the responsible processing department prior to processing and will be returned to the college or division administrator if there are inadequacies or irregularities.</p> <p>Requests for reimbursement of entertainment and travel expenses require all the following approvals (although this may not involve three different individuals):</p> <ol style="list-style-type: none"> 1. That of the supervisor of the employee incurring the expenditure; 2. That of one or more of the following university officials: department chair, director, associate dean, dean, assistant/associate vice president, vice president, president, or chancellor; and 3. That of the official in higher authority than the highest ranking person hosting the event. <p>http://www.uh.edu/mapp/05/050202.pdf</p> | <p>Business meals shall not exceed \$100 per person. No exceptions. State-appropriated funds may not be used to purchase food or for other entertainment expenses.</p> <p>Departments may elect to set lesser internal limits for business meal expenses.</p> <p>Expenditures related to official university functions and discretionary items may be paid or reimbursed only if accompanied by the complete documentation listed below. All documents will be reviewed by the responsible processing department prior to processing and will be returned to the department if there are inadequacies or irregularities.</p> <p><u>Documentation</u></p> <ol style="list-style-type: none"> 1. Original itemized receipt or a detailed invoice. 2. A detailed description of the nature and purpose of the official function, noting honoree(s). 3. Date(s) and location of the function. 4. Names of the participants – both guests and employees – and their titles, institutional affiliations, and/or relation to the university for groups of 10 or fewer. For larger groups, the name(s) of the honored guest(s) must be provided, together with the number of persons attending and the general relationship of the |

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| | | <p>guests to the university.</p> <p>5. A specific, clear, and meaningful statement of the benefit of this function to the mission of the university. A general and broad statement will not be accepted.</p> <p>6. Signature of or email from person requesting reimbursement.</p> <p>7. The above documentation must be submitted to the department business office within 60 days of the event to be eligible for reimbursement.</p> <p><u>Approvals</u></p> <p>Requests for reimbursement of entertainment expenses require all the following approvals (although this may not involve three different individuals), which may be documented by signature or email:</p> <ol style="list-style-type: none"> 1. That of the supervisor of the employee incurring the expenditure; 2. That of one or more of the following university officials: department chair, director, associate dean, dean, assistant/associate vice president, vice president, president, or chancellor; and 3. That of the official in higher authority than the highest ranking person hosting the event. <p><u>Fund Restrictions</u></p> <ol style="list-style-type: none"> 1. Entertainment expenses, including non-travel food and beverages, gifts, prizes, awards, club memberships, and tickets to shows or athletic events, cannot be charged to the following funds: <ul style="list-style-type: none"> • State funds • Tuition funds 2. Alcoholic beverages cannot be charged to the following funds: <ul style="list-style-type: none"> • State funds • Tuition funds • Athletic funds • Sponsored Project funds |
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Definitions:

State Appropriated Funds – all university funds within fund group 1xxx, including General Revenue, as well as monies classified as Education and General State Support and certain funds within fund group 7xxx.

Local Funds – all university funds within fund groups 2xxx (Designated), 3xxx (Auxiliary), 4xxx (Restricted), 5xxx (Restricted/Research) and non-state appropriated plant funds (fund group 7xxx). The use of local funds must be permitted by the sponsor's or agency's restrictions.

Tuition Funds – funds where tuition revenue is deposited

Athletic Funds – funds used by the Athletics Department

Sponsored Project Funds – fund group 5xxx funds (Restricted/Research) and other funds issued by the Office of Contracts and Grants

Revised Travel/Entertainment Approval Procedures

– Note: Prior Approval is Mandatory.

1. **Budgets**

- A. The dean of each college will present an annual plan and budget for travel and entertainment to be funded by the college during the fiscal year for approval by provost prior to the start of the fiscal year. This budget will not be exceeded during the fiscal year.
- B. The dean of each college will also present to the provost for approval a budget for himself or herself regarding travel and entertainment expenses during the upcoming fiscal year.
- C. In a manner similar to items A and B above, senior administrators who report directly to the president shall prepare travel and entertainment budgets for their division as well as for themselves. Additionally, such senior administrators shall provide a detailed statement and agenda for foreign travel similar to item 2 below.

2. **Foreign Travel**. For foreign travel, the traveler must submit a specific statement for the appropriate vice president's approval **prior** to the trip, which describes the need for the trip and the benefit or expected benefit for the University. This statement may be included on the Travel Request or as an attachment if more room is needed. Following the trip, the traveler must submit an agenda to the appropriate vice president, as well as a trip report that describes the activities and meetings including those attending, and how the trip was beneficial for the University. Conference programs or other documentation are to be provided in support of the statement.