

## Travel Policy

---

### Contents

- I. [Title](#)
  - II. [Policy](#)
  - III. [Definitions](#)
  - IV. [Relevant Federal and State Statutes](#)
  - V. [Relevant TXWES System Policies, Procedures and Forms](#)
  - VI. [Who Should Know](#)
  - VII. [TXWES Office\(s\) Responsible for Policy](#)
  - VIII. [Dates Approved or Amended](#)
  - IX. [Contact Information](#)
- 

### I. Title

Travel Policy

### II. Policy

#### A. Purpose

This Policy sets forth the requirements for the purchase and accounting of travel and travel related expenses incurred while conducting University business to ensure compliance with Federal regulations regarding the use and reporting of business expenses.

#### B. Overview

Employees at Texas Wesleyan University have a fiduciary responsibility to use tuition, gifts to the University, and other sources of revenue, wisely and carefully in furtherance of the University's educational mission. Travel expenses can be a part of the furtherance of that mission and this policy is intended to layout requirements for utilizing University funds for travel. The University expects employees to diligently manage travel and entertainment costs and will reimburse employees for reasonable business expenses in accordance with this policy. It is expected that employees will interpret these policies to keep expenses to a minimum and ensure that such expenses are directly related to an employee's job responsibilities and the mission of the University. The primary responsibility for adherence to these guidelines rests with the individual and his/her respective department head/supervisor. The purpose of these guidelines is to outline standards and procedures in

order to reimburse reasonable travel and entertainment costs while complying with Federal regulations regarding reimbursement of business expenses. The guidelines are designed to ensure consistency and fair treatment for members of the Wesleyan community whose travel will be reimbursed or paid for by the University and for visitors (i.e., speakers, candidates) whose travel is at the University's expense. This policy applies to all travel and entertainment regardless of the funding source.

This policy is not intended to cover every situation. Questions about expenses and requests for exceptions should be brought to your supervisor. Written documentation for exceptions, including signed approval by your Division Vice President, must be provided to Business Services with your travel documentation. In addition, some grants and gifts are subject to rules that are more stringent than these guidelines and must be adhered to and some departments may have more restrictive policies and procedures due to budget constraints and/or other reasons. **You should consult with your Division Vice President for any additional guidelines that pertain to your specific area.**

Employees should use a University issued purchasing card for all travel related expenses, except for mileage reimbursement. If an employee does not have a University issued purchasing card in their name, a departmental University *Travel Card* may be checked out from Purchasing with submission of the signed [Travel Authorization Form](#). The form must be completed, approved and submitted to Purchasing at least one week in advance of travel. The traveler will be responsible for using the card in compliance with the Expense Policy and this Travel Policy. Alternatively, the employee may choose to travel using their own funds and request an expense reimbursement. If this is done, prior approval is required, and all charges must be in line with the Expense Policy and this Travel Policy. Reimbursement for travel should be requested by completing the Employee Travel & Expense Form. In the case where an employee is traveling abroad or with students, a Travel Cash Advance may be requested. See Cash Advance Policy. These forms and policies can be found on the Business Services website.

### **C. Authorization & Approvals**

All employees are responsible for ensuring that their business travel is pre-authorized. The [Travel Authorization Form](#) must be completed with the appropriate level of authorization prior to making travel arrangements. The form requires signatures from the employee's direct supervisor and the designated authorizing authority for the employee's business unit. Travel utilizing grant funds must be reviewed and approved by the Office of Sponsored Programs. All requests for use of the University Travel Card will require the Travel Authorization Form be submitted in advance of card checkout. Requests for reimbursement and purchasing card approvals associated with the trip require that this form be provided to substantiate

pre-authorization. Travel without preapproval may not be reimbursed and if placed on the purchasing card, may require that the employee reimburse the University for the purchasing card use. Travel without preapproval may result in disciplinary action.

#### **D. Travel Dates**

The travel day begins when the employee leaves their home for the airport or if driving, in order to arrive at their destination at a reasonable time (if flying, two hours before a domestic flight, three hours before an international flight). Meal rates for the travel day will only be included for meals that would logically be eaten after the time of departure. For example, if an employee had a noon flight, the meal allowance for the day would not include breakfast. The same consideration would occur on the return date. If the return flight arrived at 3:00 p.m., the traveler would not be reimbursed or should not expect to use their purchasing card for dinner costs and the day's allowance would be reduced by the prorated amount.

Employees should expect to arrive no earlier than the day before the event starts and should expect to travel back home on the day their event ends, unless flights are not available after the expected end of the event. If an employee voluntarily extends their trip, any costs before the event starts or after the event ends will be at the employee's expense and the employee must arrange with their supervisor to utilize their personal leave time for any additional time out of the office.

In the event of involuntary extension, such as flight cancellation due to weather delays or other emergency events, the situation must be discussed with your supervisor; additional business expenses will be covered by the University.

#### **E. Travel Agent**

The University's approved travel agent is Collegiate Travel Partners. This agent has a portal for making travel arrangements individually (similar to Expedia) and also has a Group Travel Section that specializes in making arrangements for groups in Higher Education. We highly recommend using this site as there are some duty of care provisions that this contract provides which allow tracking our travelers for easy access during emergencies and this site also monitors unused tickets for the University so that if a ticket for a traveler is unable to be used, the site tracks that ticket for future use by that traveler. They also are a good source for their travelers in case of flight cancellations or weather delays. Tickets purchased through this site will follow the University's travel policies. They also have access to hotel contracts which often provide lower rates than a traveler might be able to access on their own. Note that conference travel rates are not available on that site, so travelers will need to continue to make conference hotel reservations through the information provided by the conference.

Please contact Purchasing in order to be set up with an account with CTP.

## **F. Air Travel**

- 1 Employees must fly Economy class on all flights. The use of Basic Economy is discouraged, even though it may be the cheapest fare, due to the uncertainty of seating availability and the inability to utilize carry-on luggage.
- 2 Personal frequent flier miles may be used for seating upgrades only when the cost of the lowest logical fare is not increased or affected.
- 3 Employees are required to accept the lowest logical fare within a +/-two-hour time window.
- 4 Exceptions of up to \$100 above the lowest logical fare require exception approval as outlined above.
- 5 For international flights, employees are required to accept the lowest logical airfare within a +/- 24-hour time window. Exceptions of up to \$500 above the lowest logical fare require exception approval.
- 6 Travelers should not select carriers based on personal carrier preferences or frequent flier programs if it results in additional cost to the University.
- 7 Employees, when possible, must purchase airfare at least 21 days in advance to secure reduced fares. Advance purchase/non-refundable tickets must be accepted whenever offered. Please notify Business Services of any unused tickets.
- 8 Flight insurance is generally not an allowable expense. However, for international and/or group travel, when there is a cancellation concern or anticipated schedule changes, flight insurance expenses will be allowed with prior approval and should be noted and approved on your *Travel Authorization Form*.

## **G. Travel Award Programs**

Texas Wesleyan permits employees to make personal use of various Travel Program awards resulting from business travel. Texas Wesleyan will not reimburse employees who use their personal awards for business travel.

## **H. Hotel/Lodging**

- 1 Employees should look for mid-priced business hotels (e.g. Hampton, Courtyard) unless the hotel is associated with a conference and a conference rate is provided.

2. The university is exempt from Texas state hotel tax. Employees will not be reimbursed for Texas state hotel tax. Hotel tax exemption certificates are available on the Business Services website and should be presented at the hotel when checking in to a hotel in the state of Texas. Hotels outside Texas will not honor our state tax exemption.
3. Charges for Wi-Fi at the hotel are an allowable expense if the employee is using it for a business purpose (access to work email or other work related sites) Use of the University VPN while on your University device is encouraged for security purposes.
4. The University does not allow mini bar charges.
5. The University does not allow charges for laundry services or in-room movies.
6. Use of Airbnb or VRBO must be preapproved by your supervisor, only for group travel, and should consider the following when evaluating cost versus hotel cost:
  - a) Cost of the venue versus hotel cost
  - b) Fees associated with the venue rental
  - c) Additional transportation costs associated with the location of the venue compared to the hotel (does this require a rental car, is there available public transportation, what would an Uber or Taxi cost from the venue to meeting/conference site)
  - d) Cost of food at the venue (must not exceed the daily per diem rates per individual)
  - e) In addition, the Airbnb or VRBO site must be evaluated in terms of safety conditions around the location, availability of smoke detectors and carbon monoxide detectors, and must have availability of a separate bed for each traveler. Any contracts must first be reviewed by the Purchasing Department and signed only by your Division Vice President after considerations have been evaluated and documented.

## **I. Ground Transportation**

Employees should choose the least expensive ground transportation available to reduce travel expenses including shared rides, taxi service, hotel shuttles and public transportation (with safety considerations). Uber and Lyft use are allowed, but in all cases, when putting in credit card information, if a University card is used, it must be removed immediately after use to avoid any personal charges being charged through University payment.

## **J. Car Rental**

1. When a rental car is required, travelers must choose mid-size or smaller cars and use Texas Wesleyan preferred vendors (see the Purchasing Webpage

for current information on contracted vendors and information on how to utilize the contracts). Currently our preferred providers with contract rates are [Enterprise and National](#). Instructions for use of those contracts are in the link. Please note that those rates include CDW (Collision Damage Waiver). Rental vehicles must be refueled before returning them to the rental agency. If vehicles from a preferred vendor are not available at the location you are traveling to on the dates you travel, you may use alternative rental car agencies, but be aware that you will need to obtain proof of liability insurance from the Office of Finance and Administration prior to travel. Please note that our state tax exemption DOES NOT apply to vehicle rental. Full-size cars, vans or SUVs require pre-authorization from your supervisor and should only be used for group travel or special medical considerations. This request should be noted on the Travel Authorization Form.

- 2 Accidents, regardless of fault, must be reported to the rental agency and the Vice President for Finance & Administration within 24 hours of occurrence. The employee must request that the rental agency bill Texas Wesleyan directly. In addition, copies of the invoice, rental agreement and any police accident report are to be submitted to the Vice President for Finance & Administration.

#### **K. Airport Parking**

The cost of parking at the airport where travel originates (generally DFW or Love Field) should be factored in the decision about how to get to the airport. If mileage plus tolls, plus the cost of parking at the airport for the duration of your travel, exceeds the cost of other ground transportation, such as a taxi or Uber, you should use the least expensive alternative. At DFW, parking is discounted if you prearrange for parking (see below examples which are subject to change). If the decision is made to utilize that option, all parking must be prearranged.

Options at DFW Airport include the following:

Remote Parking - can save up to 50% off when you prebook.

<https://www.dfwairport.com/park/remote/>

Express Parking: Covered and uncovered parking with frequent shuttle pickup at your vehicle is available at DFW. They also have prebooking options that could save up to 50% on rates.

<https://www.dfwairport.com/park/express/>

Terminal Parking can save up to 50% off when you prebook.

<https://www.dfwairport.com/park/terminal/>

#### **L. Airport Transportation**

The most efficient and economical means available must be used for transportation to and from airports whenever practical. Use of airport or hotel shuttle services is

encouraged. Car rentals for the purpose of getting to and from the airport are only appropriate when it is less expensive than other alternatives or if the rental is necessary for other activities while at the location. Parking costs at the hotel must be factored into that decision.

#### **M. Use of Personal Automobiles**

1. Employees may drive their personal automobiles on Texas Wesleyan business for their own convenience. Reimbursement for miles driven on long-distance trips must not exceed the cost of the corresponding lowest cost airline ticket, car rental daily rates, taxi or uber. Substantiation for the decision to utilize a personal vehicle for long-distance trips must be provided with the Travel Authorization form. Mileage traveled for business purposes is reimbursable at the IRS allowable mileage rate listed on the *Expense Reimbursement Form* found on the Business Services website. The cost evaluation should also include the cost of tolls (if any) and parking at the specific hotel at which the traveler is staying.
2. Employees who use their personal vehicle for business related travel, limited to 375 miles (one way), must use Google Maps, to substantiate any mileage expense claimed. In addition, if the total miles driven exceed the Google Maps shortest determined route by 10% or more an explanation will be required.
3. If an employee is involved in an accident in a personal automobile while on Texas Wesleyan business, it is important for employees to be aware that the vehicle owner's insurance policy will always provide the primary liability coverage, and the University will not provide reimbursement for any deductibles. All incidents should be reported to the Office of Finance and Administration for review by the University's commercial automobile liability insurance carrier to determine whether there is secondary liability coverage available to respond relative to any amount exceeding the employee's primary liability coverage.

#### **N. Spouse Travel**

Employees may be joined by their spouse/companion while traveling on Texas Wesleyan business. However, expenses incurred by the spouse/companion are the responsibility of the employee and not Texas Wesleyan.

#### **O. Allowable Expenses while Traveling**

1. Meals
  - a. Employees are expected to exercise good judgment regarding the amount spent for meals while on Texas Wesleyan business. Daily per diem allowances by location are available on the GSA website

<https://www.gsa.gov/travel/plan-book/per-diem-rates> and are tied to the GSA published rates by City. This must be the primary guideline used when factoring the cost of meals into the trip request. Gratuities should not exceed 20% of the cost of the meal and are part of the daily allowances. Detailed receipts for all meals must accompany your expense report or purchasing card documentation and include the names of any additional people on the ticket, and the business purpose. As a general rule, if employees are traveling together, each employee should pay for their own meals so that expenses can be properly documented. Your documentation must clearly state the business purpose of the charge – the description “Meal” is NOT sufficient. Please note that the receipt must be the detailed receipt, rather than just the charge slip. The tip amount should be documented on the receipt that is presented. You may have to specifically request a copy of the detailed receipt from your server. In those situations where receipts are not available the traveler’s expenses may be subject to audit.

- b. If the employee attends a conference or event where the meal is provided, the employee will not be reimbursed for that meal. If an employee’s meal is paid by a third party, the employee will not be reimbursed for that meal.
- c. Departments may choose to be more restrictive than this policy due to budget constraints and/or other reasons; however, the maximum amounts set forth in this policy may not be exceeded unless extraordinary circumstances dictate otherwise.

## 2. Entertainment Expense

- a. Entertainment expenses will be reimbursed when they can reasonably be expected to accomplish a business goal/initiative such as employee or student recruitment or donor appreciation. This expenditure must directly precede, include, or follow a substantial business discussion. The purpose of the entertainment and the names of those in attendance should be included on the expense report along with the receipt. The employee’s immediate supervisor must approve entertainment expenses in excess of \$125 in advance.
- b. The University’s alcohol policy does not allow for the purchase of alcohol except for approved fundraising events or meetings. Any exceptions to this must be approved by your supervisor in advance, and in writing prior to the circumstance. If this expense is applied to the purchasing card, the approval must be provided to Purchasing so that the appropriate code group can be applied to the purchasing card. If this expense is reimbursed, the approval must be attached to the Travel and Expense Reimbursement form.

## 3. Other Allowable Expenses



The following incidental expenses, when directly related to business travel, are allowable:

- a. Gratuities – maximum of 20%
- b. Bag portage – \$1 per bag to a maximum of \$10 for each service
- c. Parking
- d. Tolls
- e. Currency conversion
- f. Hotel Wi-Fi – if used for business purposes. Employees should use the University VPN for security while utilizing hotel wi-fi as many of those networks are open networks.

**P. Unallowable Expenses while Traveling**

- 1 The following expense types are not allowed. These include but are not limited to:
  - a. Hotel room movies
  - b. In-flight movies
  - c. Car washes
  - d. Bar purchases (except as allowed above)
  - e. Hotel mini bar/in room snack bar
  - f. Premium rental of luxury cars
  - g. Personal items, including newspapers, magazines, books. etc.
  - h. Barber/hairstylist
  - i. Shoeshine
  - j. Laundry service
  - k. Luggage, briefcase
  - l. Traffic violation tickets and other fines and penalties

**Q. Reimbursement from Third Parties**

- 1 Travel expenses to be reimbursed by a third party (individuals, government, public or private entity) can be charged to the University if the expenses are for a purpose that fulfills the business purpose of the individual in carrying out their responsibilities as an employee of the University (business related). The reimbursement should be applied to the same expense line to which the initial charge was applied.
- 2 The third party verification form should be completed and forwarded to Business Services for review.

**R. Paperwork Submission**

The University must implement and adhere to regulations issued by the IRS and other governmental agencies. All travel expense summaries (either on purchasing

card allocations for purchasing card expenses or on the Employee Travel and Expense Form for expenses requiring reimbursement) must include the following:

1. Information to establish the business purpose of the travel, entertainment, or other expenditure.
2. The amount, date, and place for each expenditure.
3. Substantiation of the expenditure with detailed receipts, including the names of additional people covered on the receipt.
4. If necessary, the return of any unused cash advances (due within 10 days of completing the trip).
5. Receipts for expenses incurred using the purchasing card should be uploaded to the purchasing card system following purchasing card policies.
6. Expenses that require reimbursement must be submitted on the *Employee Travel and Expense Reimbursement Form* completed, approved and sent to Business Services within 10 days of travel but no more than 30 days.

### III. Definitions

**Basic Economy Airfare:** A fare with certain restrictions that does not allow for carry-ons, prior seat selection and is often the class of ticket first selected for bumping from overbooked flights.

**Business Expense:** Any cost that contributes to the organization's overall cost of doing business.

**Business Purpose:** A statement that explains why an expense is reasonable and necessary for a business or organization. It shows how the expense supports and/or advances the university's goals, mission, vision, and strategic plans.

**Missing Receipt Affidavit:** A form to be uploaded to your credit card allocations or presented with your reimbursement form to substantiate any transaction for which you cannot provide a receipt. The form must be signed by you and your supervisor and must include as much detail about the transaction as you can remember. If for a meal, the attendees and purpose of the meal must be indicated on the form. The use of this form should be after all logical attempts have been made to obtain an actual receipt. Repeated use of this form will be reviewed with the traveler and their supervisor and may result in denial of reimbursement, requirement of the purchasing card holder to reimburse the University or other disciplinary action. The Affidavit for items over \$100 must be signed by the Division VP.

**Receipt:** A document that the seller issues as proof of payment to the buyer or the customer. It confirms that the seller has received the amount due for the products or

services sold, as listed on the receipt, and is normally provided after the transaction is completed. It must show the details of the items and not just a summarized version with only the total amount paid. Please note that you must be especially careful with charges that go through payment processors such as PayPal and Square – those receipts usually do not show the detail for the charge, so additional documentation must be submitted along with the charge slip (such as the original invoice, or registration documentation that shows the amount of the charge and exactly what the charge would be for.

**Travel Authorization Form:** The form that must be completed and signed prior to making trip arrangements. Without this form, there is no guarantee of reimbursement and Travel Purchasing cards will not be issued.

**Travel Purchasing Card:** A credit card specifically related to travel for departments, that must be checked out from the Purchasing Department and returned at the end of the travel period. This card must be requested with an approved Travel Authorization Form at least one week in advance of travel and the traveler must pick up the card from the Purchasing Department.

#### **IV. Relevant Federal and State Statutes**

<https://www.irs.gov/forms-pubs/about-publication-463>

<https://www.irs.gov/pub/irs-pdf/p5137.pdf>

<https://www.gsa.gov/travel/plan-book/per-diem-rates>

#### **V. Relevant TXWES Policies, Procedures, and Forms**

*TXWES Expense Policy*

*TXWES Employee Expense Reimbursement Policy*

*TXWES Cash Advance Policy*

*TXWES Employee Expense Reimbursement Procedure*

*TXWES Travel Approval Form*

*TXWES Employee Expense Reimbursement Form*

*TXWES Missing Receipt Affidavit*

#### **VI. Who Should Know**

All employees traveling on behalf of the University.

#### **VII. TXWES Office(s) Responsible for Policy**

**Responsible Officer:** Vice President of Finance and Administration

**Sponsoring Department:** Business Services

**VIII. Dates Approved or Amended**

Approved by President's Cabinet on March 3, 2025.

**IX. Contact Information**

All questions regarding this policy should be directed to Office of Finance & Administration: [oofa@txwes.edu](mailto:oofa@txwes.edu)