# TWC Travel Guide

Texas Workforce Commission

Finance Division

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## Overview

The Texas Workforce Commission (TWC) Travel Guide reflects state travel laws and regulations stated in the Texas Government Code, the Texas Administrative Code, the Texas General Appropriations Act, the Texas Comptroller of Public Accounts (State Comptroller) rules and regulations, and the Texas Workforce Commission's internal travel policies. Textravel contains the official travel rules and requirements published by the State Comptroller’s Office, and it is available at <https://fmx.cpa.texas.gov/fmx/travel/textravel/index.php>.

Primary responsibility for compliance rests with the traveler. The supervisor or manager accepts secondary responsibility and must review for compliance and accuracy. It is the responsibility of the Travel Department to conduct a final review of travel vouchers to assure that legitimate claims comply with rules and regulations, are accurate, and are paid promptly.

Division Directors are responsible for ensuring that the travel expenses of his/her Division are the least expensive and most efficient mode of travel, considering all relevant circumstances. A Division Director or Department Head may, in the interest of economy, adopt travel policies that are stricter than those set forth in this guide, provided that employees are notified. However, TWC employees will be reimbursed for all legitimate travel costs required to perform his/her job. If feasible, the agency shall use teleconferencing and other telecommunication technologies to the maximum extent possible to reduce agency travel expenditures.

Each employee seeking reimbursement for travel is responsible for determining that the expenses are reasonable and necessary and that the claim adheres to federal, state and TWC rules and regulations. Failure to comply with these policies and procedures will delay payment and may lead to rejection or non-payment of the claim. Employees can be reimbursed for actual travel expenses (up to presented maximums) only as provided in this guide. All travel expenses for Texas Workforce Commission employees must be submitted on an approved travel voucher.

Questions concerning these travel regulations should be emailed to the [Travel Department](mailto:travel@twc.texas.gov) in the Finance Division at [travel@twc.texas.gov](mailto:travel@twc.texas.gov).

Important: Any person who knowingly makes a false statement on any claim against the state may be subject to prosecution under Texas Civil Statutes.

## Travel Authorizations

This Section addresses topics related to Travel Authorizations, including conservation of funds, insurance coverage, prior approval requirements, out-of-state and foreign travel, travel to Washington, D.C., and coding of travel. Refer to [Preparation of Travel Forms](#_Pr_eparation_of) for detailed instructions for completing the Travel Authorization and Transportation Request (Form F-70).

### Conservation of Funds

A state agency shall minimize the amount of travel expenses incurred. Each travel arrangement should be the most cost effective, considering all relevant circumstances. The agency shall use teleconferencing and other telecommunication technologies to the maximum extent possible to reduce agency travel expenditures. Travel must be planned to achieve maximum economy and efficiency (i.e., the most economical form of transportation over the shortest practical route).

### Insurance Coverage

Before performing travel for the agency, employees must determine if they have adequate insurance coverage. Neither TWC nor the State of Texas assumes any liability if an employee is involved in a collision, or if an employee’s personal property or vehicle is damaged while in travel status.

### Prior Approval Requirements

All out-of-town travel for which there is airfare, rental car, or per diem expense requires that a Travel Authorization (Form F-70) be completed. An F-70 will be required regardless of whether the airfare or rental car expense is paid by the traveler or billed directly to the Agency. If travel is over $2,000, Division Director approval is required.

### Out-of-State and Foreign Travel

TWC may pay or reimburse out-of-state travel and/or foreign travel if the travel is approved in advance in accordance with the following:

* The Commissioners will approve their own out-of-state travel, including foreign travel, as well as their own staff’s out-of-state travel before departure.
* The Commissioners will discuss, consider, and take action in an open meeting all foreign travel by the Executive Director before departure.
* The Executive Director or his designee has the authority to approve TWC staff’s out-of-state travel, including foreign travel, before departure.

### Travel to Washington, D.C.

If travel to Washington, D.C., involves activities to obtain or spend federal funds or impacts federal policies, the Travel Department must inform the Office of State-Federal Relations the timing and purpose of the trip and the name of an individual who can be contacted for additional information about the trip.

### Coding of Travel

The Cost Center, Appropriation number, Budget Year, Grant, Strategy, Function codes and speedchart (if applicable) are required and must be indicated on the travel authorization and travel voucher. These correlate to the program(s) that received the benefit of the travel activity. If you have any questions on the proper coding, please consult your Division Budget Analyst.

## Travel Reservations

This Section addresses use of state vendor contracts for commercial airlines, aircraft fleet services, lodging, and rental cars.

The State Travel Management Program at the State Comptroller’s Office ensures that state agencies use taxpayer dollars more efficiently by providing discounted travel services through vendor contracts.

Employees required to travel for TWC business should complete a Travel Authorization & Transportation Request form (F-70). This form includes all information pertinent to the trip. Employee information, dates, purpose of travel and request for airline or rental car arrangements is completed on the form. The form is electronically emailed to the person with approval authority, and the approver will forward the form by email to the [Travel Department](mailto:travel@twc.texas.gov) at [travel@twc.texas.gov](mailto:travel@twc.texas.gov). The Travel Department will research and make the most cost effective travel arrangements possible.

### Airlines

The Travel Department will research and make the most cost effective airline arrangements for employees traveling on TWC official state business. Employees should not make their own airline reservations unless an exception from the Travel Department is granted. There are exceptions for Executive Staff that may need to make last minute travel changes.

The State Comptroller’s Office has contracted with airlines for State of Texas government fares in several markets (city-pairs). The contract airline fares are designed for last minute and/or fully-refundable travel requirements. Travelers are encouraged to utilize 14-day advance or other lower cost airline fares for planned travel requirements to obtain lowest possible cost to the state. Airfares are direct billed to the agency. Contract airfares can be found under [State Travel Management Program](https://comptroller.texas.gov/purchasing/programs/travel-management/) on the State Comptroller’s website (<https://comptroller.texas.gov/purchasing/programs/travel-management/>).

Airline tickets must be requested on the Travel Authorization and Transportation Request form (F-70). An approved Travel Authorization must be received in the Travel Department before tickets are ordered. It is preferable that Travel Authorization and Transportation Request form (F-70) be received 14 days prior to departure. It is important that the correct email address and/or fax phone number for the traveler is included on the airline ticket request.

### Aircraft Fleet Services

State aircraft is available for use by Commission staff. Use of state aircraft requires approval of the Executive Director and prior written authorization from the appropriate Division Director.

Requests to use state aircraft must be forwarded to the Conference Planning and Media Services Department, which include the following:

* Itinerary with dates
* Destination
* Purpose of travel
* Passenger names and job titles
* Cost accounting information

Conference and Planning prepares a cost analysis comparing commercial flight costs to Aircraft Fleet Services costs and private charters. The cost analysis is sent to the Executive Director for approval. Once approved, Conference Planning and Media Services Department will make the necessary arrangements. All inquiries should be directed to the Conference Planning and Media Services Department.

### Lodging

The State Comptroller awarded a contract to Hotel Engine for discounted rates for state agencies for lodging while doing business for the State of Texas. State agency travelers are required to use Hotel Engine to access and book hotel rooms at or below the GSA rate. Hotel Engine must be used unless a valid contract exception is listed. (Allowable exceptions can be located in the [Texas Administrative Code 34 TAC 20.408](https://comptroller.texas.gov/purchasing/programs/travel-management/exceptions.php) (<https://comptroller.texas.gov/purchasing/programs/travel-management/exceptions.php>).

**Lodging arrangements made through the TWC Conference Planning and Media Services Department** that are not booked through Hotel Engine are allowable. The exception that should be included is “(g): Group Program - Hotel reservations for this travel were booked using a Group Program where reservations were made through TWC Conference and Planning who negotiated a group rate for the Texas Business Conference.”

**Conference Rate for lodging offered by external conference planning organizations** may be accepted, if the rate is **at or below** the GSA rate; however, specific documentation is required. If the host hotel is listed on Hotel Engine, it is imperative that a screen shot is taken from Hotel Engine showing that the Hotel Engine rate is higher than the conference rate offered for each night of the conference. These screen shots are required to be included as supporting documentation with the F-5 travel voucher. The exception that must be included in the Record of Transportation page of the F-5 travel voucher is “(g): Group Program – Traveler is using a group program where reservations were made through a required source to obtain a particular rate.”

Lodging information is located under [State Travel Management Program – Hotel Contract](https://comptroller.texas.gov/purchasing/programs/travel-management/hotel/) on the State Comptroller’s website (<https://comptroller.texas.gov/purchasing/programs/travel-management/hotel/>). The Hotel Engine booking platform is only to be used for making business-related travel reservations. Any personal or leisure travel is strictly prohibited.

The direct link to log into [Hotel Engine](https://members.hotelengine.com/login) is <https://members.hotelengine.com/login>.

Detailed instructions for completing reservations on Hotel Engine are located on [TWC’s website](https://www.twc.texas.gov/sites/default/files/finance/docs/making-reservations-in-hotel-engine-twc.pdf) at <https://www.twc.texas.gov/sites/default/files/finance/docs/making-reservations-in-hotel-engine-twc.pdf>.

When selecting a hotel through Hotel Engine, the traveler should consider personal safety. If the traveler arrives and finds the hotel unsafe, the traveler should make another selection. If necessary, choose a non-contract hotel and include an explanation on the travel voucher. Please refer to the State Travel Management Program web site noted above for a complete list of approved exceptions.

Lodging arrangements for travelers in groups of 10 or more must be made through the TWC Conference Planning and Media Services Department.

If a traveler is charged more than the contract rate for a room, it must be explained on the voucher.

### Rental Cars

The rental car companies under contract with the State are Enterprise Rent-A-Car/National Car Rental, and The Hertz Corporation. The Travel Department will book all rental cars through one of these agencies when a Travel Authorization form is received. All rental car reservations will be charged directly to TWC.

When time constraints prevent ordering a rental car through the Travel Department, the traveler may rent the car and request reimbursement on a travel voucher. Important: Employees may be reimbursed for the actual cost of rental car expenses **not to exceed** the contracted rates. The itemized rental car receipt is required for reimbursement.

Rental cars must be requested on the Travel Authorization & Transportation Request form (F-70) in sufficient time to allow for processing before the trip is commenced. The person authorizing the travel should determine whether car rental is the most practical and cost effective method of transportation, considering all relevant factors, such as timeframes, distance to be traveled, availability of personal vehicle and cost of taxi (or network transportation driver such as Uber and Lyft), bus, shuttle or courtesy ride, etc. The cost analysis can be located on the Travel Authorization & Transportation Request form (F-70).

If no rental car is available from the state contractors, Enterprise Rent-A-Car/National Car Rental or The Hertz Corporation, a traveler may be authorized to drive his or her personal vehicle and claim mileage, regardless of the distance, if the following conditions are met. The traveler must contact the Travel Department and obtain written confirmation from that no rental vehicle is available within a reasonable distance. That documentation is required to be included as supporting documentation and submitted with the F-5 travel voucher when requesting reimbursement.

#### Rental Car Insurance Coverage

Loss Damage Waiver (LDW) premium on non-contract rental cars is reimbursable. Travelers should purchase LDW insurance to cover the deductible amount, which is not covered under the vendor’s insurance. Cost for this coverage is reimbursable to the traveler, only if there is not a contract rental car available.

Some rental car companies offer free LDW coverage. This should be taken into account when selecting a rental car company.

Personal Accident Insurance (PAI) or Personal Effects Coverage (PEC) premiums are not reimbursable. If either is included on the rental agreement, the cost must be deducted from the claim for reimbursement. If rental car is directly billed to TWC, the traveler will attach payment for the amount of PAI or PEC premiums and forward it with the rental car receipt when submitted to the Travel Department.

## Transportation Allowance

This Section describes travel expenses for transportation, including travel by personal owned vehicle, parking expenses, use of taxis (including Uber, Lyft, etc.) and shuttles, other transportation charges, and receipts. The subsection on use of personal owned vehicles includes special considerations for telework and remote work. This Section also addresses transportation expenses for a return to headquarters and going back to the duty point after the weekend.

### Personal Owned Vehicle

Travel reimbursement rates for mileage are published in [Textravel](https://fmx.cpa.texas.gov/fmx/travel/textravel/rates/index.php) at <https://fmx.cpa.texas.gov/fmx/travel/textravel/rates/index.php>.

The traveler must bear all maintenance expenses for the auto including gasoline, oil, tires, repairs, etc. Mileage should be rounded up (.50 and above) or down (.49 and below) on a point-to-point basis.

Important: Do not use decimals.

Parking fees for personal owned vehicle may be claimed if fees are itemized showing date and amount of each charge. Receipts or other supporting documentation must be submitted for parking expenses.

Only one traveler may claim mileage reimbursement for use of personal car when two, three or four employees with the same itinerary on the same dates are required to travel on Commission business. Any exemptions must be justified on the voucher. The names of all travelers should be listed on the travel voucher.

Reimbursement for the number of miles traveled may not exceed the number of miles of the most cost effective route between the origin of the employee’s travel and the employee’s final duty point. The shortest route between the points is presumed to be the most cost effective route. A longer route may be considered the most cost effective route only if the supporting documentation for a mileage claim includes a justification statement. Refer to [Use of Personal Car in Lieu of Rental Car](#use_of_personal_car_in_lieu_of_rental) in this Guide to determine the most cost effective transportation method.

### Mileage, Parking, or Taxi Incurred to Obtain a Meal or Lodging

An employee may be reimbursed for the mileage and parking incurred to obtain a meal if the meal itself is reimbursable, and the meal is obtained within the city limits of the duty point. Maximum claim for mileage to obtain a meal is eight miles round trip. Maximum claim for taxi (including Uber, Lyft, etc. ) to obtain a meal is $10.00 round trip. Out-of-state taxi fares are limited to $20 per trip. The maximum reimbursement for a delivery fee from a delivery service (such as Door Dash, Favor, Uber Eats, etc.) is $10.00, based on the receipt submitted. Tips are not reimbursable.

An employee may be reimbursed for the mileage incurred to obtain lodging if the lodging itself is reimbursable or payable. Under the following two circumstances:

* Lodging obtained in a duty point (within the city limits of city in which business is conducted).
* Lodging obtained outside a duty point (outside the city limits of city in which business is conducted).

If an employee obtains lodging outside the city limits of a duty point, even though reasonable lodging **is** available within the city limits of a duty point, the traveler may be reimbursed for mileage not to exceed 50 miles one way or 100 miles round trip.

Example:

An employee’s duty point is Waxahachie and reasonable lodging is available in Waxahachie. The traveler accepts a friend’s offer to stay free at the friend’s home in Denton, 64 miles away. Reimbursement is limited to 100 miles round trip.

If an employee obtains lodging outside the city limits of a duty point because reasonable lodging **is not** available within the city limits of a duty point, the traveler may be reimbursed for the actual mileage incurred to obtain lodging if the lodging itself is reimbursable. Using the example above, with no reasonable lodging available in Waxahachie, all of the mileage to Denton would be reimbursable.

#### Travel Within Headquarters

An employee required to travel within the city limits of designated headquarters may be reimbursed at the established rate per mile or local bus fare. Employees may be reimbursed for transporting other state employees in official travel status to and from airports or lodging. Transportation costs for employees of other states, federal employees, or private citizens will not be reimbursed.

#### Travel To/From Residence

Mileage between an employee’s residence and a duty point may only be claimed if it is less than or equal to the mileage between the office and the duty point. This rule applies when travel occurs during or before working hours on a workday.

**Exceptions:**

* Actual mileage from the employee’s residence to the duty point may be paid, if the travel is necessitated by extraordinary circumstances. Such as an event that threatens public health or safety or that has caused, or threatens to cause, damage to public property (i.e., a tornado or severe thunderstorm or office burglary).
* An employee may claim actual mileage from/to a residence during non-working hours to pick up another employee in route to a common destination. The travel voucher must state that the reason for the mileage to/from the residence was to offer a courtesy ride to fellow employee.
* Travel from residence to the nearest airport in order to catch a flight, during non-working hours, may be reimbursed for actual mileage or taxi fare. The latest time that an individual may check in for the flight determines whether travel to the airport occurs during working or non-working hours. For this purpose, travelers will be allowed one/two hour(s) before the flight departure time to claim mileage or taxi from residence. Actual mileage from the airport to the residence on the return may be claimed if the flight lands during non-working hours. Actual arrival time of a flight determines whether travel from the airport occurs during working or non-working hours.

**NOTE: A work schedule of 8:00 a.m. to 5:00 p.m. will be assumed unless stated otherwise on the voucher.**

If a family member transports an employee to the airport in order to catch a flight, the employee may be reimbursed for the mileage if it can be shown that the additional mileage claim is less than the cost of parking the traveler’s car at the airport. The mileage reimbursement is limited to the cost of one two-way trip to and from the airport in the employee’s personal vehicle plus parking at the airport.

**Example:**

An employee will be flying from Austin to Dallas on TWC business. Residence is 25 miles from the airport. On the day of departure, a family member transports the traveler to the airport. The employee will be gone three days, and parking at the airport is $7.00 a day. After completing business the traveler’s son returns to pick him up. Mileage consists of two round trips at 25 miles one way = 100 miles for a total of $54.00. The parking would have been $21.00, so costs are limited to $21.00 plus one round trip for mileage of $27.00 for a total of $48.00. The cost comparison must appear on the voucher.

**NOTE: When an employee travels between his residence and a duty point, and the mileage is less than from official station, mileage should be claimed from the residence.**

Mileage between a residence and duty point must be explained on voucher. The following examples show the proper language for several different situations.

Examples:

* Austin to residence, 567 Main St., Kountze, 231 miles (less than mileage to official station in Beaumont, 238 miles), arriving at 5:30 p.m.
* Residence, 567 Main St., to airport, 10 miles, to catch flight departing during non-working hours.
* Residence, 567 Main St., to airport 10 miles, and return home by family member, 10 miles. Round trip mileage (40 miles total at 54 cents per mile = $21.60) is less than parking car at airport for four days at $7.00 per day ($28.00).
* Residence, 567 Main St., to new location of Target Store to provide on-site services, 12 miles; less than mileage from office.
* At Randall’s Grocery providing on-site services. To residence, 567 Main St., at end of day, claiming mileage to office since it is closer, six miles.

#### Telework and Remote Work Transportation Expenses

This Section addresses when TWC Telework and Remote Work employees are eligible for reimbursement of transportation expenses. It includes relevant definitions. It differentiates between transportation that occurs between the employee’s Place of Employment and Office Work Location versus transportation to a duty point other than the employee’s Place of Employment. It also discusses how to confirm Telework and Remote Work status as it pertains to travel reimbursements.

##### Definitions – Telework and Remote Work

For reimbursement of travel expenses of Teleworkers and Remote Workers, the following terminology and definitions are an integral part of the TWC policy.

**Telework and Remote Work** – The terms “Telework” and “Remote Work” have the meanings described in the TWC Personnel Manual.

**Office Work Location** – Location where position number is assigned (always a TWC building).

**Place of Employment** – Location where the largest percentage of hours are worked (based on the employee’s work schedule in the Human Resources module of the state’s Centralized Accounting and Payroll/Personnel System (CAPPS-HR). This is a specific address. Per the Texas Government Code, Chapter 660, this is the office or other location at which a state employee most frequently conducts official state business.

**Remote or Telework Location** – Employee’s residence or a pre-approved Place of Employmentthat is not the Office Work Location for employee’s position.

**Designated Headquarters** – Per the Texas Government Code, Chapter 660, this is 1) the boundaries of the incorporated municipality in which the state employee’s Place of Employment is located, or 2) a five-mile radius of the state employee’s place of employment, if the state employee’s Place of Employment is located within an unincorporated area.

**Duty Point** – The destination, other than the Place of Employment, to which a state employee travels to conduct official state business. Examples include a conference center, or TWC building other than the Place of Employment. (If that destination is outside the employee’s Designated Headquarters, the Duty Point is the incorporated municipality in which the destination is located, or if the destination is in an unincorporated area, it is the area within a five-mile radius of the destination.)

##### Reimbursement to Telework and Remote Work Employees for Travel Between Place of Employment and Office Work Location

Teleworker – Per TWC policy, Teleworkers will not be reimbursed for travel between their Place of Employment and their Office Work Location.

Remote Worker – Per TWC policy, Remote Workers are eligible for reimbursement of allowable travel expenses for travel between their Place of Employment and their Office Work Location only if:

1. The travel is authorized in advance, and
2. The distance between the Place of Employment and the Office Work Location is at least 60 miles, as defined by the online mapping services MapQuest or Google Maps.
3. An individual will not be reimbursed more than two trips per state fiscal year without written approval from the Executive Director or his designee.

If the Remote Worker does not meet both requirements above, the Remote Worker is not eligible for reimbursement of travel expenses.

##### Reimbursement to Telework and Remote Work Employees for Travel to Duty Point (Other Than Place of Employment)

Per TWC Policy:

* Teleworker – Standard State and TWC policies will be used with the following exception. If the teleworker is traveling to a Duty Point that is located in the same city as their Office Work Location, the only expenses that will be reimbursed is mileage in a personally owned vehicle or rental car expenses including gas for the rental car. Reimbursement will be limited to the more cost effective of these options. Meals, lodging and other travel expenses will not be reimbursed.
* Remote Worker – Standard State and TWC policies will be used.

##### Confirming Telework and Remote Work Status in CAPPS-HR

An employee’s Telework and Remote Work status is captured in CAPPS-HR. Employees can confirm their current status in the following two ways.

Option 1:

1. Log into CAPPS-HR.
2. From the tiles on the Home screen, select the tile for “My Profile.”
3. Select “Telework/Remote Status” from the menu on the left.

Option 2:

1. Log into CAPPS-HR.
2. From the Navigation Bar, select “Self Service.”
3. Select “Personal Information*.*”
4. Select “Telework/Remote Status*.*”

Questions regarding an incorrect status should be directed first to the employee’s CAPPS Manager to ensure the employee’s schedule is recorded correctly in CAPPS-HR. If additional actions are required, the employee should contact the Human Resources Department for assistance.

#### Mileage Calculation

The number of miles traveled by an employee for state business may be determined by point-to-point itemization. Point-to-point mileage may be documented by an employee’s vehicle odometer reading or by a readily available online mapping service. TWC uses [MapQuest](https://www.mapquest.com/directions) at <https://www.mapquest.com/directions> as its online mapping service. The itemization must be sufficiently detailed for the agency reimbursing the mileage to verify the number of miles.

Alternative services are allowed only if the traveler accesses the mapping services by one or more of the following:

* Screen reader
* Screen magnifier
* Voice recognition
* Keyboard only access

If an alternative service is used, the traveler must specify that he or she requires alternative services and list the mapping service used, i.e., Google.

**NOTE: An increase in the number of miles incurred due to an employee receiving inadequate directions or being lost is not reimbursable.**

#### Use of Personal Car in Lieu of Airfare

This section includes factors for determining whether use of a personal car or airfare results in the most cost effective method of transportation. It also addresses reimbursement of mileage depending on whether the duty point is or is not served by commercial airlines.

##### Factors to Consider

Federal regulations, state guidelines, and agency policies require that the most cost effective method of transportation be used. Cost center managers must plan the travel of all employees under their authority so as to achieve maximum savings and efficiency. To determine the most cost effective method of transportation, several factors must be considered.

Factors to consider for flying:

* Airfare
* Parking
* Mileage or taxi to and from airport
* Automobile rental and fuel or taxi

Factors to consider for driving:

* Additional per diem
* Mileage
* Increased time in travel status

##### In-State Travel

When traveling to distant points within the State of Texas, there is no requirement that an employee fly commercial airline rather than drive a personal vehicle. Either method of transportation is acceptable, but the final decision rests with the person authorizing the travel. The most cost effective method of travel should be utilized, unless justification to the contrary is provided.

##### Out-of-State Travel

TWC may reimburse an employee for mileage for use of a personally owned or leased motor vehicle to travel to and from a duty point outside the State of Texas. The mileage reimbursement must be equal to the actual miles traveled between the employee’s designated headquarters and the duty point multiplied by the standard mileage rate, subject to the limitations in this section.

##### Duty Points Served by Commercial Airlines

A mileage reimbursement for travel to and from a duty point that is served by commercial airlines must not exceed the lesser of the following:

* The reimbursement that the employee would have received had he flown, which is equal to the contract airfare (or average coach fare if no contract) plus the expenses necessary to complete the flight.
* The actual miles to and from the duty point multiplied by the standard mileage rate. Mileage to points outside Texas can be obtained using MapQuest or from the Travel Department.

##### Cost Comparison & Group Travel Exception

This section provides an example of a cost comparison for flying versus driving a personal car. It also addresses cost comparison exception for group travel.

Example:

An employee in Edinburg must travel to Denver, Colorado, to attend training for five days. The closest airport is in Harlingen, 33 miles away. There is no contract airfare from Harlingen to Denver. It has been determined that the average round trip coach fare is $650.00. Employee has requested to drive a personal vehicle rather than fly. It is 1,386 miles from Edinburg to Denver. The traveler may be allowed one day driving time each way. If the request is approved, a cost comparison of the two methods of transportation must appear on the voucher. Refer to [Table 1](#title_cost_comparison_fly_or_drive) for an illustration.

Table 1: Illustration of Cost Comparison to Fly or Drive

| **Flying Costs** | **Cost to Fly** | **Driving Costs** | **Cost to Drive** |
| --- | --- | --- | --- |
| Airfare | $650.00 | Additional Per Diem (Note 1) | $482.00 |
| Parking | $20.00 | No Parking | $0.00 |
| Mileage (Edinburg to Harlingen) | $35.64 | Mileage (Edinburg to Denver) (Note 2) | $1,496.88 |
| Automobile rental (per week) | $222.00 | No automobile rental | $0.00 |
| Fuel | $60.00 | No fuel | $0.00 |
| Total Cost, Flying | $987.64 | Total Cost, Driving | $1,978.88 |

Note 1: Used FY 2016 locality rate for Denver to compute per diem.

Note 2: Mileage rate used is 54.0 cents per mile (effective rate as of 1/1/2016).

In this case, it is less expensive to fly than to drive, and the employee would be limited to claim the airfare in lieu of mileage. This comparison pertains only to the costs associated with the travel itself. The person authorizing the travel must decide if office workload and other factors might require flying rather than driving.

Exception for Group Travel: When two or more state employees travel out-of-state together in one personally owned vehicle; the cost comparison must include the total cost had each employee flown to the duty point.

If more than one TWC employee is required to travel to the same place at the same time, either the travel voucher or the travel authorization must include an explanation of why it was necessary for more than one person to make the trip.

##### Duty Points Not Served by Commercial Airlines

A mileage reimbursement for travel to and from a duty point that is not served by commercial airlines may not exceed the sum of the following:

* The contract airfare (or average coach airfare if no contract) to the locale served by a commercial airline that is closest to the duty point
* The actual miles traveled between the locale and the duty point multiplied by the standard mileage rate
* The expenses necessary to complete the flight

#### Use of Personal Car in Lieu of Rental Car

A cost analysis must be performed if driving a personal vehicle to determine if the use of a rental car would be more cost effective. The cost analysis can be located on the “F-70 & F-70A Travel Authorization & Transportation Request” form.

If the difference between using a personal vehicle or renting a vehicle is 10 percent or less, staff may choose either option. If the use of a personal vehicle is greater than 10 percent, staff may choose to drive their personal vehicle; however, staff will only be reimbursed at the amount equal to renting a vehicle plus gas.

### Parking

TWC will reimburse a traveler for parking expenses when the employee travels in a personally owned, leased, or rented motor vehicle. A traveler will not be reimbursed for a parking expense if all the mileage traveled to reach the location is not reimbursable. Most lodging establishments have either a reduced rate or free parking when you park your own car. Valet parking will not be reimbursed unless that is the only parking available. A statement must be included on the voucher that no other parking was available.

When parking at the airport, the cost of only the least expensive, safe and secure parking will be reimbursed. Reimbursement for parking at the short-term lot will not exceed the rate for long-term parking.

Parking expenses must be itemized on a daily basis. Receipts or other supporting documentation is required.

### Taxi Fares (Including Uber, Lyft, Etc.) or Shuttles

All necessary transportation via taxi or shuttle on out-of-town trips will be reimbursed. In this Guide the term “taxi” also refers to other network transportation drivers such as Uber and Lyft.

During working hours, taxi fares from residence to airport are payable in an amount equal to or less than taxi fares from an official duty station. A statement to this effect must appear on the travel voucher.

During non-working hours, the entire taxi fare between residence and airport is payable. The latest check-in time for the flight determines whether travel to the airport occurs during working or non-working hours. For this purpose, travelers will be allowed one hour before flight departure. On return trip, the scheduled arrival time of a flight determines whether travel from the airport occurs during working or non-working hours.

Itemize taxi fares on travel voucher showing date of each charge, amount, and point of origin and destination of each trip. Taxi fare receipts or other supporting documentation is required.

### Other Charges

Reasonable transportation charges such as local bus fares, subways, metro, etc., are also reimbursable when necessary to transact business. Receipts or other supporting documentation is required.

### Receipts

The State Comptroller’s Office requires that original receipts be attached to travel vouchers for the following expenses:

* Airline, train, or bus (between cities).
* Rental car.
* Hotel. The night’s lodging and tax must be itemized on a hotel receipt regardless of type of payment (cash, check or credit card); the hotel receipt needs to show a $0.00 balance.

TWC requires that supporting documentation such as original receipts be attached to the voucher for the following expenses:

* Miscellaneous receipts (taxi, parking, money orders, cashier’s checks, postage, etc.).
* Gasoline for rental car. If an itemized receipt for gasoline purchase is unavailable for any reason, a request for reimbursement may be considered if other adequate supporting documentation is provided. This request for an exception to the itemized receipt for gasoline must be approved in writing by TWC’s Chief Financial Officer.

If original receipts are not available, supporting documentation including bank/credit card statements are acceptable as long as they support the date, amount, and nature of the expense.

It is recommended staff take photographs of any travel-related receipt as they receive them to reduce the risk of losing supporting documentation.

### Weekend Away from Headquarters

TWC may determine whether an employee should remain at the employee’s duty point during the weekend or return to designated headquarters.

#### Returning to a Designated Headquarters During the Weekend

If TWC determines that an employee should return to designated headquarters, the agency may reimburse the employee for transportation expenses incurred while returning to the headquarters and going back to the duty point after the weekend.

#### Remaining at a Duty Point During the Weekend

If TWC determines that an employee should remain at the duty point during the weekend, the agency may reimburse the employee for weekend travel expenses at the duty point. Reimbursable weekend travel expenses are limited to the type of expenses that the employee incurred on other days while conducting official state business. The amount of the reimbursement may not exceed the amount that would have been reimbursed had the employee returned to the employee’s headquarters.

## Per Diem Allowance

The per diem allowance will start at the time the employee leaves the city limits of his designated headquarters and will stop upon return to the city limits of headquarters.

When an employee leaves designated headquarters (city limits) after intra-city travel, the actual time of departure from and return to city limits must be shown for each trip.

When air travel is used, times of flight departure from headquarters and return flight landing are to be used in computing per diem allowance unless it is necessary to travel to another city for air transportation.

### Lodging

The traveler shall be reimbursed for the actual cost of lodging in accordance with the State Comptroller’s requirements in [Textravel](https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Ffmx.cpa.texas.gov%2Ffmx%2Ftravel%2Ftextravel%2Frates%2Findex.php&data=05%7C01%7Cgreg.herbert%40twc.texas.gov%7C24f22448f7264094bb7608dbb534ebfc%7Cfe7d3f4f241b4af184aa32c57fe9db03%7C0%7C0%7C638303011119431852%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=3F3Q1%2FufRBkXZVvjLsVLZ7b3w%2FzRtCFrZXsLy3Cn1iw%3D&reserved=0) at <https://fmx.cpa.texas.gov/fmx/travel/textravel/rates/index.php>, not to exceed the maximum lodging rates based on the federal travel regulations issued on the [United States General Services Administration website](http://www.gsa.gov/portal/content/104877) at <http://www.gsa.gov/portal/content/104877>. The maximum lodging rate allowance for Texas cities and counties that do not have a specific federal per diem rate set for that city or county shall not be more than the rate specified by the State Comptroller, as published in [Textravel](https://fmx.cpa.texas.gov/fmx/travel/textravel/rates/index.php) at <https://fmx.cpa.texas.gov/fmx/travel/textravel/rates/index.php>.

The Executive Director may determine that local conditions necessitate a change in the lodging rate for a particular location and establish a higher rate.

When staying at a contract hotel, lodging reimbursement cannot exceed the contract rate for that hotel, unless there is a business-related reason. If a traveler is charged more than the contract rate for a room, it must be explained on the travel voucher. The lodging establishments and contract exceptions may be found be under [State Travel Management Program – Hotel Contract](https://comptroller.texas.gov/purchasing/programs/travel-management/hotel/) on the State Comptroller’s website (<https://comptroller.texas.gov/purchasing/programs/travel-management/hotel/>), and on the Travel Authorization & Transportation Request form (F-70).

Employees are not exempt from city, county or state hotel occupancy taxes. These taxes are reimbursed in addition to the lodging costs. Taxes are charged as an incidental expense and should not be included in the per diem section of the travel voucher.

#### Sharing Lodging Expenses

Employees may consider sharing lodging on business trips as a means of reducing travel expenses.

If a lodging receipt indicates more than one person in the room, an explanation must be included on the voucher:

* When the room is shared with a family member or other non-state employee, the employee is limited to the single rate and a statement must be included on the voucher that employee is claiming single room rate.
* When two or more state employees share a room, the cost of the room must be divided equally between them. Each employee must submit a travel voucher with a copy of the lodging receipt attached. The voucher must include a statement that the traveler shared a room with another state employee, and that person’s name and employee identification number. Reimbursement to each employee will not exceed the maximum room rate.
* If the hotel has made an error concerning the number of people in the room, it must be so stated on the voucher.

When conditions warrant, the Executive Director, or his designee can change the established lodging rate for a specific trip by submitting a [Request to Increase maximum Lodging Rate](https://fmx.cpa.texas.gov/fmx/travel/textravel/meallodg/lodging/reqhigher.php) form available at <https://fmx.cpa.texas.gov/fmx/travel/textravel/meallodg/lodging/reqhigher.php>. An increase in the lodging rate should be requested only if at least one of the following is true:

* The employee can show that approval would result in a decreased total cost of travel
* The Agency has confirmed that no safe lodging is available for less than or equal to the established rate

If assistance is needed in obtaining accommodations within the bounds of locality based rates, email the [Travel Department](mailto:travel@twc.texas.gov) at [travel@twc.texas.gov](mailto:travel@twc.texas.gov).

### Meals

The traveler shall be reimbursed for the actual cost of meals, not to exceed the maximum meal rates based on the federal travel regulations issued on the [United States General Services Administration website](http://www.gsa.gov/portal/content/104877) at <http://www.gsa.gov/portal/content/104877>.

State funds appropriated for travel expenses may not be used to purchase or reimburse a state employee for the purchase of alcoholic beverages.

Payment of partial per diem for meals is not allowable when travel does not require an overnight stay.

A state employee is not required to attach meal receipts to the travel voucher. TWC policy requires travelers to retain all detailed meal receipts for a minimum of 60 days after the travel voucher is received by the Travel Department. Gratuities are not reimbursable. TWC receipts may be requested by TWC Travel staff to ensure TWC is only reimbursing for allowable meal expenses. A state employee may be reimbursed only for the meal expenses actually incurred on the specific date for which the reimbursement is requested. Large quantities of food purchased in a grocery store or similar establishment, that cannot be consumed on the date of the purchase, are not reimbursable.

When submitting meal expenses:

* The traveler should not attach meal receipts to the travel voucher; however, the traveler may be requested by the Finance Division to submit copies of meal receipts to support the amount claimed for reimbursement.
* Meal costs on selected travel vouchers may be audited by the Travel Department in the Finance Division.
* If acceptable receipts are not provided, the request for reimbursement will be reduced to the amount that is adequately supported by acceptable receipts.
* If receipts are not provided when requested, meal expenses will not be reimbursed.
* Acceptable meal receipts included itemized receipts from a dining establishment, grocery store, fuel station, airport vendor, big-box store, or detailed receipts for room service in a lodging establishment.
* Receipts for payment that will not be accepted include non-itemized credit card receipts, hotel statements that include only summary amounts, and affidavits in lieu of receipts.

Meal expense cannot be claimed if the meal was provided gratuitously, such as when a hotel offers a free meal with the room, an airline flight includes meal service, or a registration fee includes the cost of a meal.

**NOTE: The total amount set for lodging and meals set by the United States General Services Administration must not be exceeded. However, a greater amount may be claimed for lodging, but the meals claimed must be reduced by the additional amount claimed for lodging.**

### Travel Outside the Continental United States

The Executive Director’s written approval is required, in advance, for any travel outside the Continental United States.

Employees traveling to Alaska, Hawaii, U.S. Possessions, Canada, Mexico, etc. are entitled to reimbursement of meals and lodging for actual expenses.

### Non-Allowable Per Diem

A per diem allowance will not be paid for any period of time when:

* A traveler is at official designated headquarters.
* A traveler is away from designated headquarters for travel that does not require an overnight stay.

The cost of meals and lodging are sometimes paid by the Department of Labor, another agency or training facility, or included in a registration fee. When partial payment is made for meals or lodging on behalf of the employee, the remaining portion of meal or lodging expense may be claimed by the employee on a travel voucher.

### Multiple Employee Travel

If a TWC employee is required to travel to the same place at the same time as another TWC employee, each employee’s travel voucher or travel authorization must include an explanation of why it was necessary for more than one person to make the trip.

If the travel expenses of more than one individual are being paid or reimbursed and if the expenses were incurred for the same, or similar, official state business, the supporting documentation must provide sufficient detail or justification to demonstrate that the number of individuals conducting that business was necessary.

The State Comptroller is authorized to reduce an agency’s appropriation if the State Auditor determines that the agency reimbursed a travel expense, including, but not limited to, seminar tuition and fees, that did not satisfy the following criteria:

* The travel expenses must have been incurred in the conduct of necessary official state business.
* The travel itself must have been necessary to execute the state business conducted.

### Actual Expenses

This Section addresses reimbursement of actual expenses for travel by TWC’s Commissioners and Executive Director, and by certain TWC employees that travel with or on behalf of TWC’s Commissioners or Executive Director.

#### Commissioners and Executive Director

A Commissioner or the Executive Director may be reimbursed for actual meals and lodging expenses when travel involves an overnight stay outside the person’s designated headquarters. Important: The claim for actual expenses is **limited to twice the maximum rates**for meal and lodging expenses that state employees are entitled to receive (in or out-of-state).

An appointed officer may not be reimbursed with appropriated funds for travel expenses related to travel outside the State of Texas unless the Texas Ethics Commission has already received a copy of the appointed officer’s travel voucher and supporting documentation.

The Travel Department will mail a copy of the appointed officer’s travel voucher and supporting documentation to the Texas Ethics Commission prior to submitting the travel voucher to the State Comptroller’s Office.

#### Travel With a Commissioner or the Executive Director

When a Commissioner or the Executive Director plans overnight travel to a meeting at which other TWC employee(s) will be present, the Commissioner or Executive Director will determine if actual expenses for meals and lodging are to be authorized; and if so, will approve the authorization on the Travel Authorization and Transportation Request form (F-70). A copy of the authorization must be attached to each employee’s travel voucher. The authorization must be approved prior to the trip.

Important: The claim for actual expenses is **limited to twice the maximum rate**for meals and lodging expenses which state employees are entitled to receive (in or out-of-state). Lodging receipts are required.

An employee accompanying the Commissioner or the Executive Director may be entitled to reimbursement for actual meals and lodging even though the itineraries are not identical (within reasonable limits).

#### Designated Agency Representative

When a Commissioner or the Executive Director has been invited by an organization to attend a meeting, and his or her schedule prevents attendance, one or more employees may be designated as a representative. Designated representatives may claim actual expenses for meals and lodging if overnight travel is involved. Such designation must be authorized by the Commissioner or Executive Director on the Travel Authorization and Transportation Request form (F-70). A copy of the authorization must be attached to each employee’s travel voucher. The authorization must be approved prior to the trip.

Important: The claim for actual expenses is **limited to twice the maximum rates**for meal and lodging expenses which state employees are entitled to receive (in or out-of-state). Lodging receipts are required.

### Other Expenses (Including Cancellation Charges)

This Section addresses other allowable and unallowable expenses, including cancellation charges.

#### Allowable Expenses

Allowable expenses include:

* Local and long distance telephone calls for official business. Calls must be itemized under Record of Transportation and Duties Performed; listing the date, cost, person called, and the reason.
* Money orders or cashier’s checks used for official business.
* Gasoline for rental or state owned vehicles.
* Toll road fees ($15.00 per day limit without a receipt).
* Parking (itemized) for personal vehicles, including airport parking.
* Charges for excess baggage, if used exclusively for official business with proper justification on voucher.
* Registration fees for conferences or seminars held by entities other than TWC. If a mandatory meal expense is included in the registration fee, a traveler may not claim per diem for the meal.
* Photocopies. State what was copied and reason.
* Notary fees. State what was notarized and reason.
* Faxes. State what was faxed and reason.

#### Non-Allowable Expenses

Non-allowable expenses include:

* Gasoline or repair costs for personally owned vehicles.
* Tips or gratuities of any kind.
* Excess baggage for personal belongings.
* Personal telephone calls.
* Registration fees to attend a TWC meeting, conference, or seminar.
* Any personal expense items such as cleaning or laundry.

#### Cancellation Charges

TWC may pay a cancellation charge related to a transportation expense or reimburse an employee for the charge if the charge is both:

* Imposed in accordance with the contract with the private entity that is imposing the charge; and
* Incurred 1) for a business-related reason; 2) due to a natural disaster; or 3) because of an illness or a personal emergency.

## Off Site Meetings & Hotel Direct Billings

A centralized meeting and conference planning function has been established within TWC to ensure that the Commission is securing the best and most economical facilities and that proper statutory rules are followed. This function should be used when travel plans are being made for ten or more employees. Contact the Conference Planning and Media Services Department.

A travel expense incurred while attending an agency-sponsored seminar may not be reimbursed unless the Executive Director certifies that the agency does not:

* Possess interactive TV or video conference facilities at the designated headquarters of the employee who incurred the expense;
* Have available, at a cost less than the total travel cost associated with the seminar, interactive TV or video conference facilities; and
* Have access to another agency’s interactive TV or videoconference facilities.

### Off Site Meetings

All off-site meetings arranged by TWC, whether for employees or non-employees, must be coordinated through the Conference Planning and Media Services Department. Assistance will be provided in securing economical lodging, meeting room space, audio-visual equipment, etc.

Off-site meeting expenses that can be paid with state funds consist of the following:

* Meeting room rental
* Sleeping rooms
* Audio-visual equipment/supplies
* Meeting room set-up fees

State law prohibits agencies from expending state funds for food and/or beverages except in limited circumstances.

The Texas General Appropriations Act requires that all agencies use state owned facilities for meetings and conferences unless such space is not available on the needed dates or is not adequate to accommodate the meeting or conference.

### Registration Fees

Registration fees for conferences or seminars held by entities other than TWC will be processed with a purchase requisition through the Procurement and Contracts Services Department.

If the conference sponsor will not accept payment in arrears, the traveler may complete a purchase requisition and submit to Procurement to process an advance payment. If time constraints require the traveler to pay the registration fee, the traveler may request reimbursement on a travel voucher after attending the conference. The original receipt for payment of the registration fee is required. The receipt must clearly indicate that the employee paid the registration fee. If a mandatory meal expense is included in the registration fee, per diem for the meal cannot be claimed.

### Travel to Awards Ceremonies

Travel to awards ceremonies is reimbursable only if the traveler is nominated for, receives, or presents an award involving official state business, or as approved by appropriate executive management.

### Hotel Direct Billings

The purpose of hotel direct billing is to obtain the best possible lodging rate for a group of state employees for meetings, conferences, etc. Hotel direct billing can occur when ten or more employees require overnight lodging at the same establishment.

If lodging is to be directly billed to TWC, the hotel must be under state contract or one of the exemptions must apply. To arrange for direct billing of hotel charges, contact the Conference Planning and Media Services Department, at least 30 days in advance.

Payment for personal charges, such as phone calls, movies, parking, or room service is the responsibility of the traveler and should be paid at checkout time.

## Payment of Travel

This Section addresses corporate travel cards, the travel advance funds, reimbursement of travel expenses, related miscellaneous provisions, and travel for individuals other than TWC employees.

### Corporate Travel Card

Employees who travel on TWC business on a regular basis should obtain an agency-approved Corporate Travel Card. The employee is solely responsible for all charges incurred by use of the card and is required to pay the account timely. TWC assumes no liability for any of the charges. If a card is suspended or cancelled for misuse or non-payment, the employee will not be eligible for travel advances the duration of his/her employment at TWC. Cancellation of the card, for any reason does not relieve the employee of the responsibility for payment of the charges and delinquency assessments.

Important: If an employee wishes to re-open a closed account, the employee must wait a minimum of six months from the date the card was cancelled before submitting a new card application. The employee’s Division Director must approve the new application before it is submitted to the Travel Department.

Use of the card for any items that are not legitimate business travel expenses is prohibited. Misuse of the card (including delinquency or retail spending) may result in cancellation of the card and the employee will be subject to corrective or disciplinary action, up to and including termination from employment. The Executive Director, Division Director, and direct supervisor of the employee will be notified in writing of any apparent misuse or delinquency of the individual corporate card account. Any proven misuse of the card may be reflected in the employee’s next scheduled performance review and documented in their TWC personnel file.

#### Benefits of the Card

Benefits of the card include all the following:

* Employees may charge hotels, rental cars, meals, airfare, and gasoline to the card
* Requires no annual fee
* Requires no monthly service charge unless payment-in-full is not made within 30 days
* $500,000.00 in Automatic Common Carrier Travel, Accidental Death and Dismemberment Insurance and up to $3,000.00 in Baggage Insurance is automatically provided when airline tickets are purchased with the corporate charge card
* Employees do not tie up personal cash or credit on TWC travel expenses
* Reimbursement check should be received before payment is due if the travel voucher is submitted promptly and accurately
* Provides uniform, IRS acceptable receipts

#### Card Issuance Criteria

Individual accounts may be established for eligible employees traveling on behalf of the state when travel expenses are paid by the state in accordance with the State Comptroller’s guidelines.

Employee anticipates taking three or more trips per fiscal year, or expending at least $500.00 per fiscal year in business-related travel expenses.

Employees submit an authorized application (F-15) and a signed Corporate Card Agreement form (F-20) to the Travel Department in order to receive an agency-approved Corporate Travel Card.

### Travel Advance Fund

The Travel Advance Fund is primarily for the use of employees who travel fewer than three times a year, have expenses less than $500.00 in a state fiscal year, or who do not qualify for the Corporate Travel Card. Employees who travel regularly or whose duties require travel with no prior notice should obtain an agency-issued Corporate Travel Card.

#### Requests for Travel Advance

The following apply for travel advances.

* Complete the certification form (F-103A) and mail to the Travel Department, Room 446 or email a scanned signed copy of the form to [travel@twc.texas.gov](mailto:Travel@twc.texas.gov). The form will be required only with the first request and will be retained in the Travel Department. You do not need to submit a copy with each subsequent travel advance request.
* Travel advances are requested on a Form F-103. This form is electronically submitted by the traveler to the Department Head for approval. The Department Head will forward the form by email to the Travel Department at [travel@twc.texas.gov](mailto:travel@twc.texas.gov).
* An approved Travel Authorization Form (F-70) must be attached to the Travel Advance Request.
* Minimum request is $100.00. Employees should be conservative in estimating expenses in order to prevent owing a reimbursement for a travel advance.
* Travel advances will be approved for 100% of lodging and public fares (such as shuttle or taxi fares) and 80% of estimated meal expenses and attendant care expenses. Travel advances do not cover mileage, parking, or hotel taxes. No other expenses will be considered for a travel advance.
* Travel advance checks will be prepared and mailed in sufficient time prior to travel. If immediate receipt is needed, please clearly state the reason and the date needed on the travel advance request.

#### Eligibility

Employees who have been issued a Corporate Travel Card will not be issued a travel advance.

An employee may have no more than one advance outstanding at a time. Before obtaining a second advance, an approved travel voucher must be received in the Travel Department for any previous advance.

If, at month’s end, an employee owes the Travel Advance Fund, that amount will be deducted from any subsequent Advance Request. If the difference between the balance owed and the subsequent Advance Request is less than $100.00, no check will be issued.

Employees in “Hold” status at the State Comptroller’s Office are not eligible for advances. The Travel Department will verify an employee’s “Hold” status before issuing an advance.

Important: Employees who are habitually late submitting travel vouchers or repayments become ineligible for advances. Habitually is defined as two times.

Travelers will receive e-mails from the Travel Department regarding past due reimbursements for travel advances. Depending on the length of time the reimbursement is overdue, the notifications may include the traveler’s supervisor and the traveler’s division director, in addition to the traveler. If a traveler fails to provide reimbursement for the travel advance, a warrant hold will be established on the State Comptroller’s – Taxpayer Identification Number System.

Advance amounts in excess of expenditures, not repaid within 120 days from the date the expense was incurred, are considered to be income by the IRS and will appear on the employee’s W-2 statement.

#### Multiple Advances

A state employee may not accept a reimbursement or advance for a travel expense from more than one source for the same expenses. A state employee who receives an advance for a travel expense from a person other than a state agency may seek an advance from the agency only for the amount not covered by the first advance.

#### Voucher & Payment

The employee will submit a Travel Voucher form (F-5) within 10 days of completion of the trip for which the advance for hotel, rental car or airline ticket expenses was obtained. The voucher must be made out for the entire amount of allowable travel expenses, just as if the traveler had been using personal resources for the expenditures. On the Travel Voucher form, enter “Travel Advance” on Line 15.

Important: Employees who are late submitting travel vouchers or repayments may become ineligible for advances. Employees who are late in the reimbursement of travel advances two or more times, or employees who take a long time after the completion of the travel to reimburse the travel advance may become ineligible for advances. The determination will be at the discretion of the Travel Manager or Director of Revenue, Travel and Trust Management, and will be based on relevant circumstances.

If an employee is unable to submit a travel voucher within the allotted time, arrangements must be made to repay the entire amount of the advance immediately.

When the State Comptroller has paid the voucher, the Travel Department will notify the employee of the account settlement:

* An employee who received an advance greater than actual travel reimbursement will submit a check or money order to reimburse the Travel Fund within five days of Travel Department’s notification of overpayment.
* An employee who received an advance equal to the actual travel reimbursement will have the account in the Travel Advance Fund reduced to zero.
* For an employee who received an advance and actual expenses exceed the travel advance amount, the Travel Department will issue a check for the remaining balance due to the traveler.

### Reimbursement of Travel Expenses

This Section includes information about minimum voucher amounts; reimbursement being contingent on expenses; reimbursements for persons being audited, examined, or investigated; handling of duplicate vouchers, overpayments, and payments in error; and supplemental claims. It also includes general voucher submission requirements. Refer to [Preparation of Travel Forms](#_Pr_eparation_of) for instructions on how to complete a State of Texas Travel Voucher (Form F-5).

#### Minimum Voucher Amount

The minimum travel claim for a travel voucher claiming only intra-city mileage is $25.00. Employees may combine several trips in order to meet the minimum. Vouchers for less than $25.00 will not be processed, except in the following situations:

* An employee is claiming incidental expenses for an out-of-town trip amounting to less than $25.00.
* Special contract expiration – At the end of a contract year, travel must be submitted before the books are closed.
* Employment with TWC is terminated and the employee has performed travel amounting to less than $25.00.
* An employee has performed travel amounting to less than $25.00 and does not expect to travel again in the same month. A statement must be included on the travel voucher indicating that no additional travel is expected during the month.
* Fiscal year-end closeout.

#### Reimbursement Contingent on Expense

TWC may not reimburse an employee for a travel expense unless the employee meets **both** the following:

* Has incurred the expense.
* Is not being reimbursed for the expense by another agency, a private entity or another source.

TWC may not reimburse an employee for travel expenses incurred by or on behalf of a private person or another state employee unless **at least one** of the following is true:

* The private person is in the custody or care of the state.
* The private person or state employee serves in the nature of attendant to a state employee with a disability.

#### Reimbursement for Persons Being Audited, Examined, or Investigated

Unless authorized by law, a state employee may not accept a travel expense reimbursement from a person that the employee’s agency intends to audit, examine, or investigate or is auditing, examining, or investigating. Any reimbursement received in violation of this prohibition shall be forfeited.

#### Duplicate Vouchers, Overpayments, and Payments in Error

It is the responsibility of the traveler to ensure that duplicate travel vouchers are not submitted and that travel dates on the claims do not overlap. If a TWC employee receives an overpayment for travel expenses, the employee will reimburse the state for the overpayment.

Paying a travel voucher in error does not obligate the subsequent payment of all similar vouchers. Each voucher must stand on its own because an improper payment or reimbursement is not made proper by the fact that it was made one or more times.

#### Supplemental Claims

If a travel expense is inadvertently omitted from a travel voucher it may be claimed on any subsequent voucher as follows:

* In Section Y, Record of Transportation and Duties Performed, on the In State tab, enter the date, a brief description of the travel performed, and a statement that the expense was omitted from previous claim.
* On the front of the Travel Voucher, on Line 15, enter “Supplemental Claim.”

#### Travel Voucher Submission Requirements

This Section discusses general travel voucher submission requirements. It also discusses travel voucher requirements for additional airfare and rental car expenses, such as for flight changes and fuel for a rental car.

##### General Travel Voucher Submission Requirements

Travel vouchers with airline and/or rental car expenses charged directly to TWC must be received in the Travel Department within 10 business days of completion of the trip. Completion of the trip is considered to be the ending date indicated on the Travel Authorization Form (F-70). The Travel Voucher (F-5) must be submitted with the following receipts and documentation:

* Airline e-ticket which indicates any change in schedule, any unused portion and the traveler’s signature, if applicable. (If there are actual airline tickets, the traveler must return the unused coupons and the passenger receipt part of the used tickets.)
* Original (final) rental car receipt. If the rental car is returned after closing hours, the traveler must obtain a payment receipt from the rental car company. Traveler can also go to the agency’s web site and print a duplicate.
* Original and itemized hotel receipt (if applicable).
* Approved Travel Authorization Form (F-70).

If a traveler is in travel status for two consecutive weeks for two separate trips/purposes (two F-70s), a travel voucher for each trip (week) must be received in the Travel Department within 10 business days from the completion of each trip. A traveler may combine both trips on one travel voucher. If so, the travel voucher must be received in the Travel Department within five business days from the completion of travel for the second trip/week.

Important: Travelers who are habitually late submitting travel vouchers become ineligible for direct billing. Habitually is defined as two times.

##### Additional Airfare Expenses

Employees in travel status, who need to change flights or purchase additional tickets, may be responsible for the expense at time of purchase. This additional expense must be justified on the travel voucher and must be business-related to be reimbursed.

If personal travel is combined with state business, all airfare charges must be borne by the traveler. The employee will be reimbursed only for the portion of the airfare that is business-related. Reimbursement will be limited to State rates.

##### Additional Rental Car Expenses

The traveler must refill the rental vehicle gas tank before returning it to the rental car agency. If a rental car receipt includes a fuel charge, the traveler must explain why it was not possible to refill the gas tank before returning the vehicle. Receipts for gas purchases are required and must be attached to the travel voucher in order to be reimbursed.

Some rental agencies charge a weekly rate that is the same as the rate for six days. In effect, one day is free. Motor vehicle rental charges are reimbursable only on a daily charge basis. The daily charge equals the total charge for the rental period divided by the number of days in the rental period. To comply with State Comptroller’s policy, it will be assumed that the free days come at the end of the rental period.

**Examples:**

An employee rents a car for seven days. The weekly rental rate is for six days, for a total of $216.00. No charge is made for the remaining day. The employee uses the rental car for TWC business during the first six days and for personal business the last day. TWC will reimburse the employee or direct pay the rental agency for the entire charge.

An employee rents a car for seven days. The weekly rental rate is for six days, for a total of $216.00. No charge is made for the remaining day. The employee uses the rental car for personal business during the first day and for TWC business the last six days. Since the last day is the free day and belongs to the agency, TWC will only pay for five days. Since one of the days for which there is a charge was personal, the employee should only request reimbursement for the five days of the business-related portion on a travel voucher.

TWC employees are responsible for paying any rental car charges or expenses incurred for personal travel.

### Direct Deposit

Employees set up on direct deposit for salary payments automatically receive travel reimbursement by direct deposit. Those not on direct deposit will receive a paper warrant. No action on the part of the traveler is necessary for either outcome. The following applies:

* Employees on direct deposit will receive a computer-generated email notification. The payment date noted on the email is the date the voucher was processed by the State Comptroller’s Office. The funds are actually deposited in the traveler’s account two business days later, which is the settlement date. Banks have until midnight on the settlement date to post the funds to the account of the payee. However, the funds must be made available on the settlement date. Employees who have problems accessing the funds on or after the settlement date should contact the Travel Department.
* Even though the travel reimbursement is made by direct deposit, the Travel Voucher must contain the employee’s office address in the “Pay to” section. Vouchers without this information will be returned for correction.
* If a payee enrolled in direct deposit is indebted to the state (student loans, etc.), the State Comptroller’s Office will issue a warrant and retain the proceeds of the reimbursement until payment arrangements are made.
* If an error is detected on a direct deposit, the payee must notify the Travel Department immediately. A stop payment will be generated electronically to debit the payee’s account for the total amount of the erroneous payment, and then a correct payment will be processed.
* If a traveler prefers to receive a warrant for travel reimbursements, the request must be clearly indicated on the voucher. On the front of Travel Voucher (F-5), Line 15, enter in all caps “Do Not Direct Deposit.”

### Lost/Stolen Warrants

When a travel warrant is lost or destroyed, the original warrant will be canceled, and a new warrant (with a different warrant number) will be issued. To report a lost or destroyed warrant, email or call the Travel Department. The following information will be needed to cancel the original warrant:

* Warrant Number (if known)
* Warrant Amount
* Warrant Date
* Dates Covered by the Travel Voucher

When a payee reports a state warrant lost, destroyed, stolen or not received, the Travel Department must verify the status of the original warrant with the State Comptroller.

If payment is outstanding, the payee must prepare a certification form (available from the Travel Department) stating that the check has been lost and will not be cashed if found. The Travel Department will process a replacement warrant; the process takes approximately two weeks.

**Important: For instructions on replacing a stolen travel warrant, contact the Travel Department.**

## Miscellaneous Provisions

This Section addresses a range of topics. It addresses reimbursement of certain expenses for employees who are individuals with disabilities. It also addresses reimbursements when an employee requires medical care while traveling or is unable to complete travel for certain reasons. It also addresses moving expenses and travel for individuals other than TWC employees.

### Employees with Disabilities

An employee who has a disability may be reimbursed for the following expenses incurred during travel inside or outside their designated headquarters:

* Driver services
* Actual parking fees
* Attendant’s care and travel expenses
* Interpreters or communication devices

When an attendant transports a TWC employee with a disability in a personally owned or leased motor vehicle, the reimbursement rates and procedures for TWC employees apply.

Reimbursement does not cover travel to and from work.

Accommodations for an employee with a disability must be requested in a memo to the ADA Committee in the Human Resources Department.

#### Transportation Allowance

A transportation allowance is authorized for an employee, whose disability prevents driving, but whose duties require travel within the designated headquarters.

The allowance consists of **either** of the following:

* Actual cost of transportation by bus or taxi.
* The current rate approved by the State Comptroller for driver expenses.

The expenses should be itemized for each trip on Travel Voucher (F-5) and include the statement, "Claiming taxi fare in DHQ due to disability" or "Driver required due to disability."

#### Driver Expenses

The cost of driver services (that is, hours worked and miles driven) is reimbursable when a driver provides services directly to an employee. Reimbursement is the lesser cost for a driver to:

* Remain with the employee at a designation; or
* Make two round trips to drop off and pick up the employee.

Driver services are distinct from attendant care services. The same person cannot be paid for providing driver and attendant services simultaneously. If an employee uses the same person to provide both attendant care and driver services, TWC reimburses only for the time each service is provided.

Example:

For a person who provides a total of 12 hours of service, 10 hours of which are attendant care services and two hours of which are driver services, the person is reimbursed for 10 hours of attendant care services and two hours of driver services. Each service is reimbursed at the appropriate rate specified.

An hourly maximum rate of $9.00 per hour is paid for driver services, not to exceed $80.00 a day. The driver service begins when the driver and the employee begin traveling to the location where official business is being conducted.

Drivers are paid directly by the employee, and employees requests reimbursement through the Travel Voucher (F-5). When completing the Travel Voucher (F-5), the employee:

* Enters on the first page, the driver's hours under "Driver Expenses."
* Itemizes each trip in the Record of Transportation and Duties Performed section, and includes the statement, "Driver required due to disability."
* Enters the number of miles under "Total Daily Mileage " in the Record of Transportation and Duties Performed section, regardless of whether the vehicle is provided by the employee or the driver.
* Attaches Attendant Care and Driver Services Reimbursement Request (VR-1779).
* Attaches any receipts for reimbursement of driver expenses.

#### Driver Records

Employees must do **both** the following:

* Ensure that drivers conducting agency business have acceptable driving records.
* Immediately inform the driver of this policy, if currently using driver services.

Proof of an acceptable driving record requires an official document from the Texas Department of Public Safety documenting that the driver meets **all** the following:

* Valid driver's license
* No more than one at-fault accident within the past three years.
* No more than three moving violation convictions within the past three years.
* Vehicle liability insurance that meets or exceeds the minimum coverage required by state law.

The driver potentially providing services can obtain proof of an acceptable driving record by completing **either** of the following:

* An "Application for Copy of Driver Record" (DR-1) available from the Texas Department of Public Safety
* An online Driver Record Request

Proof of an acceptable driving record from the Texas Department of Public Safety is valid for one year. To continue providing services, the driver must present proof of an acceptable driving record.

NOTE: Driver information provided to the employee is subject to the federal Driver's Privacy Protection Act and must not be disclosed outside TWC except under certain circumstances required by law and treated as confidential, subject to supervisory or legal guidance.

If driver services are needed in the interim between the driver requesting a record and the driver receiving the record, the employee:

* May use the driver's services upon the driver's verbal assurance of an acceptable driving record.
* Notes the following on the travel voucher: "Driver record application in process."
* Dates and signs the documentation, has the driver date and sign, maintains the documentation, and maintains the document until the record arrives.

#### Attendant Expenses

Reimbursement for attendant expenses is provided to employees who are disabled. Attendants are paid directly by employees and are reimbursed for the attendant care expenses by claiming them on the Travel Voucher form (F-5).

Attendant travel expenses include:

* Transportation
* Mileage
* Meals
* Lodging

An attendant's airfare must be within the contracted state rate. Meals, lodging, and Mileage are reimbursed at the same rate established for agency employees. Attendants providing driver services cannot be reimbursed for both attendant services and driver services for the same hours.

An attendant accompanying an employee, who has disabilities, may be reimbursed for airfare above the state contracted rate, provided that the airfare meets **at least one** of the following:

* Is medically necessary.
* Is the only available class of travel.

Attendant fees are reimbursed at an amount not to exceed $80.00 per day, unless prior approval is received from the Executive Director or Deputy Executive Director using the Attendant Care Reimbursement—Request for Rate Exception. If the request for rate exception is denied, TWC will notify the requester and will document the reason on the Attendant Care Reimbursement—Request for Rate Exception under “Comments or reason for denial.”

An Attendant Care Reimbursement—Request for Rate Exception must include the following:

* A detailed justification for an exception to the established rate for attendant care.
* Any documentation pertaining to the exception request.

Exceptions are made in certain situations, including when **any** of the following is true:

* An attendant is required for day and overnight care.
* The employee needing care is unable to locate an attendant willing to travel away from the designated headquarters at the current rate.
* An attendant is required to provide a higher level of care that warrants skills that cannot be purchased at the current rate.

#### Preparing Claims for Attendant Expenses

When requesting reimbursement for attendant care expenses, a Travel Voucher (F-5) is used to identify the employee who has a disability and needs the service and explain why attendant care was necessary. When preparing the Travel Voucher (F-5):

* Enter on page one, under Other Travel Expenses, the attendant fees and related travel expenses (classified as incidentals).
* Itemize in the section Record of Transportation and Duties Performed the attendant fees and travel expenses accumulated each day.
* Attach the Attendant Care and Driver Services Reimbursement Request (VR-1779) to the Travel Voucher (F-5).

#### Assistance with Baggage

Employees who are individuals with disabilities are reimbursed for assistance with baggage (porter service). Tips are not an allowable expense.

The Travel Voucher (F-5) should include **both** the following:

* The total porter cost for each day.
* The following text in the section Record of Transportation and Duties Performed: “Assistance with baggage due to disability. No receipt available. No tip included."

### Medical Care while Traveling

An employee who becomes ill while traveling out-of-town on business may be reimbursed for travel expenses incurred to obtain medical care if waiting to receive the care until returning home would be unreasonable. Reimbursement is limited to expenses that would be payable while conducting official business. For example, mileage to the hospital emergency room would be allowed, but the emergency room costs would not.

### Inability to Perform Official State Business

TWC may pay or reimburse an employee for a travel expense incurred as a result of attempting to conduct state business if **both** the following are true:

* The employee is unable to conduct the business because of a natural disaster or other natural occurrence.
* The expense would be payable or reimbursable had the official state business been conducted.

#### Using Sick Leave While Traveling

An employee out-of-town on agency business may be reimbursed while using annual, sick, or compensatory leave if it is determined that returning to headquarters would not be cost effective or would be impractical.

Example:

After arriving at his destination city, a traveler becomes ill and is unable to conduct business. His supervisor decides that it would be more expensive to incur the additional cost of having the employee return to that city at a later date to conduct the business. TWC may continue to pay the travel expenses of the employee while he is on sick leave.

TWC may reimburse the employee for a travel expense incurred when the employee returns to designated headquarters, before official state business is completed, because of an illness or a personal emergency.

### Moving Expenses

TWC may pay the reasonable, necessary costs of moving the household goods and effects of an employee, provided that the following conditions are met:

* Transfer is from one designated headquarters to another designated headquarters.
* The minimum distance between the current and future designated headquarters is at least 25 miles.
* The transfer is in the best interests of TWC.
* The move is approved by the selecting authority.

Examples of reimbursable items are:

* Actual moving cost (self-service vehicle plus gas or commercial mover)
* One-way mileage (or towing cost) for one personal vehicle
* Lodging only (no meals) in route

Pre-move house hunting and other pre-move costs are not reimbursable. Moving costs incurred because an employee is transferring from one state agency to another are not reimbursable.

TWC may pay reasonable, necessary costs of moving the household goods and effects of an employee.

Important: The employee must first contact the Procurement Department and submit a Purchase Requisition to request rental equipment (such as a truck, dolly, pads, towing devices, etc. to be obtained from the same source) for household moves.

An estimate should be obtained from a local rental vendor. The approved purchase requisition should be forwarded to the Procurement Department at least 10 working days prior to the anticipated move date. The Procurement Department will contract with a local rental service and issue a purchase order. Employees should complete and return the receiving document with all receipts attached, immediately upon completion of the move.

Personal Accident Insurance (PAI) or Personal Effects Coverage (PEC) is not reimbursable. The traveler is responsible for payment of either PAI or PEC premiums. If either is shown on the rental agreement, the traveler will deduct the cost from the claim for reimbursement. Safe-move insurance is reimbursable.

Employees may request personal reimbursement for any anticipated gasoline expense required for the move on the same purchase requisition, and the request should be presented as an “estimate.” Original receipts for the gasoline must be attached to the receiving document provided by the requestor.

If due to time constraints, an employee must pay for the rental vehicle and fuel for the rental, the employee may be reimbursed by submitting a purchase requisition. Any travel expense related to the move, such as mileage or lodging, will be reimbursed using the travel voucher form. Please attach approval for moving expenses.

In rare cases, the Executive Director may approve reimbursement for use of a commercial mover. For additional details, please consult with TWC Facilities staff.

## Travel for Individuals Other than TWC Employees

Travel for individuals other than TWC employees includes prospective employees as well as employees of other Texas state agencies. It also directs the handling of travel for employees of other entities (non-state employees).

### Prospective Employees

When a prospective employee is asked to travel to a TWC office for an employment interview or evaluation, the prospective employee may be reimbursed for travel expenses at the same rates as an agency employee. TWC will not issue a travel advance to a prospective employee.

The hiring division should prepare a letter of agreement that specifies the expenses that will be reimbursed. The following items must be submitted for reimbursement:

* A copy of the letter of agreement
* Receipts for all travel expenses
* A letter or memo from the office stating that the person was interviewed
* State of Texas Travel Voucher (F-5)

### Employees of Other State Agencies

Individuals employed by another state agency, whose duties require travel on behalf of the Texas Workforce Commission, will be reimbursed on the same basis as TWC employees. The purpose of travel must clearly indicate how the travel benefits TWC. Before travel occurs, there must be an interagency contract with that state agency.

### Non-State Employees

The travel provisions in the Texas Government Code do not apply to non-state employees other than prospective employees. Payment of expenses to non-state employees should be coordinated with the Procurement and Contract Services Department.

## Preparation of Travel Forms

This Section provides information for completing and submitting a Travel Authorization and Transportation Request (Form F-70), Travel Advance Request Form (Forms F-103A and F-103), and State of Texas Travel Voucher (Form F-5).

### Travel Authorization and Transportation Request (Form F-70)

Form F-70is used for all out-of-town travel that includes airfare or rental car. The approved form provides the necessary information for the Travel Department to secure air and ground transportation, or to make hotel reservations.

The form must be approved and electronically submitted by email to the [Travel Department](mailto:travel@twc.texas.gov) at [travel@twc.texas.gov](mailto:travel@twc.texas.gov).

#### PART I of the Travel Authorization Form

Complete Part I of Form F-70 as follows:

* **Name:** Enter traveler's name as it appears in CAPPS records or employee earning statement. Important: Do not use Nicknames.
* **Headquarters:** Enter traveler's designated headquarters city.
* **Dates of Trip:** Enter the beginning and ending dates of travel.
* **Phone No.:** Enter traveler's phone number.
* **Cost Center/Speedchart:** Enter the four-digit cost center number to which the trip will be charged. Enter a speedchart if applicable. Consult your Division Budget Analyst for the correct codes.
* **Destination:** Enter the city in which traveler will be conducting business.
* **Grant/Strategy/Function:** If not using a speedchart, enter the four-digit grant number, five-digit strategy number and the seven-digit function code to which the trip will be charged. Consult your Division Budget Analyst for the correct codes.
* **Traveler’s email address:** Enter traveler’s email address. E-ticket will be emailed to this address.
* **Contact person and phone:** Enter the name and phone number of the person to contact for questions.
* **Purpose of Trip:** Explain in concise detail why the trip is being taken, and how it relates to TWC. If more than one employee is making this trip, state justification: Explain why more than one person is making this trip.
* **Will state contract vendor rates be used?:** Enter yes or no. If no is checked, see contract exception sheet on form to determine exception number.

#### PART II of the Travel Authorization Form

Complete Part II of Form F-70 as follows:

* **Air Transport:** If trip involves travel by air, check this box.
* **Direct Bill/Paid by Traveler:** Check whichever box is appropriate.
* **Window/Aisle:** Traveler should check preferred seat selection.
* **Ground Transport:** If trip includes travel by rental car, check this box.
* **Direct Bill/Paid by Traveler:** Check whichever box is appropriate.
* **Rental Car Agency:** Indicate rental car preference (Enterprise or Avis)*.*
* **Size Required:** Indicate size of car needed: compact, mid-size, full-size, etc.
* **Pickup Location/Time:** Enter rental car company location and time car will be picked up, if no airline is requested.
* **Airport to Airport:** Enter the name of the city in which the appropriate airport is located.
* **Outbound/Homebound:** Indicate date, airline, and flight departure time for Travel Department to make reservations and order tickets. If the traveler will be flying to more than one duty point, include such information in the space provided between the outbound and homebound flight information.

#### PART III of the Travel Authorization Form

Complete Part III of Form F-70 as follows.

**Lodging Reservations:** Complete the required sections if the traveler would like the Travel Department to make the lodging reservations. The lodging reservations will be charged to the traveler’s card.

#### PART IV of the Travel Authorization Form

Complete Part IV of Form F-70 as follows.

**Expense Estimate (Required):** Contract airfares, rental car rates and hotel rates can be accessed under [State Travel Management Program](https://comptroller.texas.gov/purchasing/programs/travel-management/) on the State Comptroller’s website at <https://comptroller.texas.gov/purchasing/programs/travel-management/>.

#### PART V of the Travel Authorization Form

Complete Part V of Form F-70 as follows.

**Approvals:** The form should be completed and electronically submitted to the person with signature authority to approve the travel.

If the expenses exceed $2,000.00, the Division Director must approve the travel authorization. Please note that this policy is subject to change by the Division Director. If the trip destination is out-of-state, the form must also be approved by the Executive Director. The Division Director will email the form to the [Travel Department](mailto:travel@twc.texas.gov) at [travel@twc.texas.gov](mailto:travel@twc.texas.gov) for processing.

Authorization to claim actual expenses may be approved by a Commissioner or the Executive Director. The Commissioner or Executive Director will email the form to the [Travel Department](mailto:Travel%20Department) at [travel@twc.texas.gov](mailto:travel@twc.texas.gov) for processing.

### Travel Advance Request Forms (F-103A & F-103)

Form F-103Ais the Travel Advance Fund Certification. Complete and submit the form to Travel Department, Room 446, Main Building, or email a scanned signed copy to the [Travel Department](mailto:Travel%20Department) at [travel@twc.texas.gov](mailto:travel@twc.texas.gov). The form will be required only with the first request and will be retained in the Travel Department. You do not need to submit a copy with each subsequent travel advance request; however, the Travel Department will not process a travel advance until a certification is received.

Form F-103is used to obtain a monetary advance based on the estimated travel expenses of a planned trip. The form should be electronically submitted by the traveler to the Department Head for approval. After approval is indicated, the Department Director will forward the form by email to the [Travel Department](mailto:travel@twc.texas.gov) at [travel@twc.texas.gov](mailto:travel@twc.texas.gov) for processing, along with an approved copy of the Travel Authorization and Transportation Request form (F-70).

#### PART I of the Travel Advance Request Form

Complete Part I of the Travel Advance Request Form as follows:

* **Name:** Enter traveler's name as it appears on CHAPS records or employee earning statement. Important: Do not use nicknames.
* **Date Advance Needed:** Enter the date by which the traveler needs to receive the check. Request will be processed no sooner than five business days prior to departure. Allow at least one week for processing.
* **Grant, Strategy, Function:** If not using a speedchart, enter the accounting codes as provided by your Division Budget Analyst.
* **Cost Center/Speedchart:** Enter the four-digit cost center number. Enter a speedchart, if applicable.
* **TINS Employee ID:** Enter traveler's unique “7” payee number.
* **Telephone #:** Enter the traveler’s phone number.
* **Dates of Travel:** From: Enter traveler's departure date. To: Enter traveler's anticipated return date.
* **Estimated Departure Time:** Enter the approximate time traveler anticipates leaving the city.
* **Return Arrival Time:** Enter the approximate time traveler anticipates returning to the city.
* **Destination:** Enter city and state to which employee is traveling.
* **Comments:** Enter any pertinent information.
* **Purpose of Travel:** Enter the reason the employee is taking the trip. Explain how the trip benefits or relates to position at TWC.

#### PART II of the Travel Advance Request Form

Complete Part II of the Travel Advance Request Form as follows:

* **Estimated local transportation:** Taxi or Shuttle: Local transportation includes limousine, airport shuttle or intra-city bus.
* **Per Diem Calculation:** Enter the lodging rate and the number of nights, plus meals. Lodging will be advanced at 100% of maximum rate allowed; meals will be advanced at 80% of maximum rate allowed.
* **Travel Advance Total:** To receive a travel advance, the total must equal or exceed $100.00.
* **Certification/Approval:** By typing his/her name the traveler will certify that the funds will be used for travel expenses, and that he/she is personally liable for repayment of the funds. The Department Director will type his/her name certifying the travel is authorized. After approval is indicated, the Department Director will email the form to the [Travel Department](mailto:travel@twc.texas.gov) at [travel@twc.texas.gov](mailto:travel@twc.texas.gov).
* **Attachments:** The approved Travel Authorization and Transportation Request form (F-70) for the trip must be attached to the Travel Advance Request Form.

### State of Texas Travel Voucher (Form F-5)

The Form F-5is TWC's version of the State of Texas Travel Voucherapproved by the State Comptroller’s Office. Because it is important that all personal computer-generated versions of the form be identical to the approved F-5*,* and because the F-5 has been revised to include formulas that will eliminate most mathematical errors, the form has been password protected. Please refer to the instruction page for full details in completing this form.

#### Travel Voucher Submission Requirement

Travel vouchers that require airline or rental car expenses charged directly to TWC, and/or funded with a travel advance, must be received in the Travel Department within 10 business days of completion of the trip. Completion of the trip is considered to be the ending date indicated on the Travel Authorization and Transportation Request form (F-70). The travel voucher (F-5) must be submitted with the following receipts and documentation:

* Original and itemized hotel receipt showing a zero balance.
* Original (final) rental car receipt (no copies).
* Airline itinerary, which indicates any change in schedule, any unused portion, and the traveler’s signature.
* Approved Travel Authorization and Transportation Request form (F-70).

If a traveler is in travel status for two consecutive weeks for two separate trips/purposes (two F-70s), a travel voucher for each trip (week) must be received in the Travel Department within 10 business days from the completion of each trip. A traveler may combine both trips on one travel voucher. If so, the travel voucher must be received in the Travel Department within five business days from the completion of travel for the second trip/week.

Important: Travelers who are habitually late submitting travel vouchers become ineligible for direct billing. Habitually is defined as two times.

Additional points regarding travel vouchers:

* Travel vouchers are used to claim reimbursement for transportation, per diem, and miscellaneous expenses incurred in authorized travel and are the basis for state and federal audits of travel expenditures.
* Travel vouchers cannot be submitted before travel has been performed.
* Submit only one voucher (additional copies are not necessary).
* Do not enter any information above Line 9,unless specified in policy.
* To assemble the vouchers, staple all original pages of the voucher together with the supporting receipts. Do not staple vouchers for different payees together. Do not scotch tape any receipts.

#### F5 Voucher Tab

Complete the Voucher tab of Form F-5 as follows:

* **Pay to (Name, Office Address, City, State, Zip Code):** Enter traveler’s name as it appears on employee’s earning statement. (Important: Do not use nicknames.Using nicknames can cause delay in receiving travel payment.) If a traveler has a name change, a note should be attached to the voucher giving the former name. The office address of the employee should be typed in the space immediately below the name. Because the information in this field will determine where the warrant is mailed, it is important that it be correct. It is best to be consistent with the address (for example, do not use the street address on one voucher and the P.O. Box on the next).
* It is the responsibility of each traveler to verify the mailing address on the form before it is submitted for payment. Requests for address changes must be in writing.
* Employees in field locations should indicate the appropriate street address or P.O. Box number, along with the correct city, state, and ZIP code of the office.
* State Office employees should indicate their Department’s name on the first address line, and the building name and room number on the bottom line.
* NOTE: Do not use an employee’s home address in this section. Travel warrants are mailed to the traveler’s business office address.
* **Title:** Enter traveler’s title as it appears on the employee’s earning statement*.*
* **Designated Headquarters**: Enter traveler’s designated headquarters city. This should be the same location from which travel begins.
* **Payee Identification Number:** Enter the traveler’s unique “7” payee number.
* **Agency Use:** Indicate “Do Not Direct Deposit” or “Travel Advance” if appropriate. Otherwise, leave blank.
* **Voucher Travel Dates:** Enter the actual beginning and ending dates of travel claimed on the voucher, the dates may cover a portion of one month, an entire month, or more than one month; it is preferable that claims for an entire trip be included on one voucher.
* Example: A claim for travel performed April 4-7, 2007, should reflect those dates and a claim for travel performed April 30-May 3, 2007, should reflect those dates: 04-04-07 to 04-07-07 or 04-30-07 to 05-03-07, respectively. All expenses associated with the travel period indicated on the voucher should be included on the voucher.
* Exception: Vouchers cannot cover more than one month when travel begins and ends in different fiscal years. Because the state fiscal year ends August 31, claims for August and months prior should be on separate vouchers from those for September 1 forward. Claims for a prior fiscal year must be submitted no later than one month after completion of the prior fiscal year.
* **% Distrib & $ Distrib:** These fields will be distributed by formula; there is no need to populate these fields.
* **Department/Cost Center:** Enter the Cost Center. Indicate a cost center speed chart if applicable.
* **Approp:** Enter the Appropriation Number.
* **Bud Ref:** Enter the Budget Year.
* **Grant:** Enter the Grant number.
* **Strategy:** Enter the Strategy number.
* **Function:** Enter the Project and Function Code. The first four digits of the function indicate the project code being used. The last three digits indicate the function code. Example: 0210100.
* **Track:** Optional, use only if a tracking number has been assigned.
* **Speedchart:** Enter a speedchart number if applicable. Consult your Division Budget Analyst for the correct codes. NOTE: If a speedchart is used, there is no need to complete the Department/Cost Center, Approp, Bud Ref, Grant, Strategy and Function fields.
* **STOP:** Go to the In State tab or Out of State tab and complete all information pertaining to In-state and/or Out-of-State travel, then return to “F-5” page. For more information, refer to the following subsections in this Guide, [Expense Itemization for In-State Travel](#_Expense_Itemization_for) and [Expense Itemization for Out-of-State Travel](#_Expense_Itemization_for_1).

##### Expense Itemization for In-State Travel

Complete the itemization for in-state travel as follows:

* **Fares – Public Transportation, Taxi, Airfare, Rental Car:** Enter total amount claimed for transportation by public conveyance or rental car, in-state, including federal taxes, and itemize each fare, public transportation, taxi, or rental car, on reverse of F-5. Taxi is a generic term that includes limousine, airport shuttle, and intra-city buses.
* **Personal Car Mileage:** Mileage total will be populated from the In State page(s).
* **Meals &/or Lodging:** Total will be populated from the per diem schedule.
* **Parking:** Enter total claimed. Itemize daily amounts in Record of Transportation & Duties Performed.
* **Other Travel Expense:** Enter total of other reimbursable travel expenses. Itemize daily amounts in Record of Transportation & Duties Performed.

##### Expense Itemization for Out-of-State Travel

Complete the expense itemization for out-of-state travel as follows:

* **Fares – Public Transportation, Taxi, Airfare, Rental Car:** Enter total amount claimed for transportation by public conveyance or rental car, out-of-state, including federal taxes, and itemize each fare, public transportation, taxi or rental car on reverse of the form.
* **Personal Car Mileage:** Mileage total will be populated from the Out of State page(s).
* **Meals &/or Lodging:** Total will be populated from per diem schedule.
* **Parking:** Enter total claimed. Itemize daily amounts in Record of Transportation & Duties Performed. This would include airport parking while on an out-of-state trip.
* **Other Travel Expense:** Enter total of other reimbursable travel expenses. Itemize daily amounts in Record of Transportation & Duties Performed.
* **Total:** This space will populate automatically.
* **Traveler Signature and Date:** The traveler must personally sign the original voucher. Important: No one else may sign for a traveler. Vouchers cannot be submitted without traveler’s signature, and the signature date cannot be prior to the last day of travel.
* **Supervisor Signature and Date:** The person authorized to approve travel must personally sign in this space. Important: Never sign another person’s name. A person temporarily delegated approval authority should sign his/her own name and indicate the “Acting” Title. Vouchers cannot be processed without a signature in this space.
* **Contact Person’s Name and Phone Number:** Enter the name and phone number of the person to call if questions arise.
* **Supervisor (type name):** Self-explanatory.

#### F-5 In State Tab

Complete the In State tab of Form F-5 as follows.

##### Per Diem Schedule for In-State

Complete the schedule for in-state travel.

###### In-State: Leave/Return to Headquarters (Columns a and b)

* **Leave Headquarters (Column a):** Enter date, hour, and minute to show when travel commenced. Please use an A to indicate a.m., and a P to indicate p.m. in the appropriate section. (When traveling by air, use flight departure time.) Twelve noon should be shown as N and midnight as M.
* **Return to Headquarters (Column b):** Enter date, hour, and minute to show when travel was completed, also using A or P to indicate a.m. or p.m. When traveling by air, use airport arrival time. Reasons for delays or schedule changes should be noted on voucher.

###### In-State: Per Diem (Columns c, d, and e)

* **Meals (Column c):** Enter actual cost of meals not to exceed maximum meal rate allowance.
* **Lodging (Column d):** Enter cost of lodging (single rate) not to exceed maximum lodging rate allowance.
  + Important: Do not include occupancy taxes in this column.
  + NOTE: The State Comptroller’s Office will not accept a hotel receipt that shows only a cash payment. The night's lodging and tax must be itemized separately on the receipt.
* **Total (Column e):** Form will compute daily total and per diem total and will populate corresponding space on the F-5 tab.

###### In-State: Actual Expense Schedule (Columns f, g, and h)

Enter actual amounts spent for meals and lodging. Prior approval to claim actual expenses must be received from a Commissioner or the Executive Director.

* **Meals (Column f):** Enter actual cost of meals not to exceed twice the maximum meal rate allowance.
* **Actual Lodging (Column g):** Enter cost of lodging (single rate) not to exceed twice the maximum lodging rate allowance. Important: Do not include occupancy taxes in this column.
* **Total Actual Expense (Column h):** Form will compute daily total and per diem total and will populate corresponding space on the F-5 Voucher tab.

##### Record of Transportation and Duties Performed for In-State Travel

Enter, chronologically, each date employee was in travel status, duties performed, and total daily mileage claimed. In order for reimbursement to be authorized, include a detailed narrative, itemizing duty points and the mileage between points.

###### General Narrative Requirements

The narrative must include:

* Point of departure and return.
* Time of departure from and time returning to designated headquarters in narrative or in Per Diem schedule, if applicable.
* For intra-city travel, enter time of departure from and return to office.
* For travel outside designated headquarters, enter time of departure and return to the city.
* For stops within duty station prior to departing city, enter both time of departure from office and city.
* If contacts are made within duty station after returning to city, enter both time of return to city and office. (Per Diem will be claimed from time of departure to time of return to city.)
* For air travel, enter time of departure (use the flight departure time indicated on airline ticket, unless otherwise explained on voucher.) Time of arrival should be actual flight arrival time.

###### Point-to-Point Mileage

Mileage must be listed on a point to point basis and should be stated as whole numbers. Round up for decimals .5 and above, round down for .4 and below. Important: Do not use decimals on travel voucher.

Enter the Point of Destination of the town or location.

Example:

Austin to San Antonio. In the case of intra-city travel, the name of the firm or place of business, and address must be included, such as Austin local office to Jefferson Chemical Co., 123 XYZ Street. In the case of farm travel, the name of the farm or person must be included, such as McAllen local office to Hampton Farm. If more than one Hampton Farm, show Farm #1, #2, etc.

If the first point of duty is located on the near side of a city, show actual mileage traveled from headquarters to the first duty point when actual mileage traveled is less than the mileage from city to city as shown in the mapping service used by TWC. Refer to [Mileage Calculation](#_Mileage_calculation) for the mapping service used by TWC.

Example:

Dallas to Jones Boat, Co., 123 Main St., Garland, 12 miles, return to Dallas, 12 miles. (Dallas to Garland = 18 miles.)

Sometimes mileage differences may be explained by using the term “Rural” and the name of the nearest town.

Example:

Austin to Elgin rural, Smith Farms, County Rd 1704, may be greater or less than Austin to Elgin.

###### Use of Public Transportation

Enter the Type of Common Carrier if public transportation was used. Itemize taxi trips on each day giving point of origin and destination of each trip and amount charged. Do not include tips in taxi fares.

###### Purpose of Travel

Purpose of travel must show travel for official TWC business and should include persons contacted, places of business, offices, etc. If the primary function of the trip is the same for each destination visited, a general purpose statement will suffice, exceptions must be explained.

Example:

“Unless otherwise noted, all travel listed below is related to TWC’s participation in the Workforce Investment Act Program.”

Important: Do not show purposes to benefit Department of Labor, Employment & Training Administration, or another state agency (such as Department of Human Services) without specifically relating to TWC. General terms such as official business, conference, to attend meeting (of any kind) can be used but must also include a statement about purpose.

Important: Abbreviations or initials (except TWC) should not be used.

Every effort should be made to keep the Record of Transportation and Duties Performed to one page; however, a Continuation Sheet, can be used if necessary.

#### F-5 Out of State Travel Tab

All out-of-state travel is to be recorded on the Out-of-State sheet. On the Out-of-State tab of Form F-5, complete the per diem section and record of transportation duties performed as described in this section.

##### Per Diem for Out-of-State Travel

Complete the per diem section of the Out-of-State Travel tab as follows.

###### Out-of-State: Leave/Return to Headquarters (Columns a and b)

Instructions for time of departure and return are the same as for in-state travel. Refer to [In-State: Leave/Return to Headquarters (Columns a and b)](#f5_instate_leave_return_to_headquarters) for instructions.

###### Out-of-State: Meals and Lodging Not to Exceed Flat Rate (Columns c, d, and e)

* **Meals (Column c):** Enter actual cost of meals, not to exceed the maximum meal rate allowance.
* **Lodging (Column d):** Enter actual cost of lodging, not to exceed the maximum lodging rate allowance.
  + **Important:** Do not include hotel taxes in this column.
  + **NOTE: The State Comptroller will not accept a hotel receipt that shows only a cash payment. The night’s lodging and tax must be itemized separately on the receipt.**
* **Total (Column e):** Form will calculate **total dollar amount** claimed for meals and lodging not to exceed the maximum for that locality.

###### Out-of-State: Actual Expense Schedule (Columns f, g, and h)

Enter actual amount spent for meals and lodging. Prior approval to claim actual expenses must be received from a Commissioner or the Executive Director. Total actual expenses may not exceed twice the locality rate.

##### Record of Transportation and Duties Performed for Out-of-State Travel

Record of Transportation and Duties Performed: Same as for the In State tab.Refer to [Record of Transportation and Duties Performed for In-State Travel](#_Record_of_Transportation) for instructions.

#### F-5 Certification & Signature

Important: Travel vouchers must be certified and signed by the claimant.

## Exceptions to Travel Policies or Requirements

Exceptions cannot be granted in regard to federal requirements, state statutes, or State Comptroller requirements. Requests for exceptions to TWC travel requirements must be approved in writing by TWC’s Chief Financial Officer on a case-by-case basis.