

## Travel on State Funds

When traveling on state funds you MUST follow ALL state rules and regulations. Below are a few things to be aware of.

### Hotel/Meals:

You must strictly follow the GSA rates for lodging and meals.

<http://www.gsa.gov/portal/content/104877>

**Tips:** If you charge tips on your university travel card then the tips will need to be allocated to a local account when the expense report is completed. If a local account is not available, then the amount of tips will be owed back to the university.

You **MUST** always use the **most cost effective** means of travel.

**Mileage:** When claiming mileage on state funds you must either use the mileage calculator built into Concur or complete the mileage worksheet that is available on the Travel Website. The worksheet must be completed in detail with odometer readings along with points A to B, B to C, C to D, etc.

Below is the link to the TexTravel website that you may refer to for all questions to state travel.

<https://fmx.cpa.state.tx.us/fmx/travel/texttravel/index.php>

If you have any additional questions you may contact the Travel Office.

903-223-3112

[mwhisenhunt@tamut.edu](mailto:mwhisenhunt@tamut.edu)

**Always best to ask permission vs. forgiveness when dealing with state funds.**