

Task: Process Travel Reimbursement

Objective

At the end of this module, the participant will be able to process travel in accordance with established HCC Finance Policies and Procedures.

Background Information

Employees shall be allowed to attend professional meetings that pertain to their respective areas of responsibility subject to the following criteria: The money to be expended falls within the budget amounts previously approved by the Board. Funds shall be provided in the budget for the purpose of underwriting the cost of travel and per diem expenses on a departmental basis. The trip is approved by the immediate supervisor, appropriate College Dean, and the College President and/or appropriate Vice Chancellor or the Chancellor.

A full list of all trips taken and dollars expended shall be furnished to the Board as an information item on the agenda at the March and September Board meetings. Employees shall be reimbursed for other reasonable travel expenses according to the current schedule adopted by the Board. To receive reimbursement for transportation, lodging and other authorized travel expenses, an employee shall present receipts for the actual amounts spent.

The Request for Reimbursement of Travel Expenses form is completed by the employee who has been approved to take a professional trip immediately upon return from the business trip. The employee must first submit a Request for Authorization of Professional Trip form before he/she makes the trip.

Downloadable Documents

Navigation:

From HCC home page at <http://www.hccs.edu>

- > Faculty & Staff
- > Financial & Budgetary Control (under Finance & Administration)
- > Travel Forms & Procedures
- > Select one of the following:

- [Travel Reimbursement Form](#)
- [Authorization for Professional Travel Form](#)
- [Travel Expenses & Reimbursement Procedure](#)

Navigation:

Also available from HCC home page at <http://www.hccs.edu>

- > Faculty & Staff
- > Financial & Budgetary Control (under Finance & Administration)
- > Forms
- > Select one of the following (under Miscellaneous):
 - [Hotel Occupancy](#) –Texas State Tax Exemption Certificate
 - [Ticket Request](#) – For Airline Ticket Requests

Process for Completing Task

1. Check for accuracy on Request for Reimbursement of Travel Expenses form. Individual's name, employee ID number, address, budget number, date and time of departure and return should be at the top of form. Make sure that forms are signed by all necessary budget authorities and that the original, signed Authorization of Professional Trip form is attached.

2. Next, view and calculate amounts to be reimbursed:

a. Airfare: The college uses Pulse Travel as its official travel agency. All travelers are encouraged to use this agency to make arrangements for authorized professional trips. However, there may be some reasons why this is not done: time element, individual was out of town, individual found a cheaper rate than quoted by the travel agency. If this happens, the individual should inform the travel agency and, if possible, the agency should then make the arrangements. This helps the accounting department monitor air travel and maintain efficient records of airfare.

Pulse Travel: Phone 281-531-9500, Fax 281-531-5883

b. When using personal vehicle for an out-of-state trip, the economy airfare rate will be used to reimburse individuals. The individual should contact Pulse Travel to find out what the economy rate would be if he/she had traveled by air. This is the amount that will be reimbursed to the individual.

c. Mileage from home to airport and airport to home is reimbursed at \$.505 per mile. The reimbursement rate is the same when using personal vehicle to travel to another city within the state of Texas. Check www.mapquest.com to obtain the mileage figure between departure location and destination. **Please provide copy of MapQuest information showing addresses of starting point and final destination and mileage between the two locations.**

d. Hotel is reimbursed at \$100 per day unless otherwise indicated by the published rate on the registration form. We do not reimburse Texas state tax. The traveler should present a tax-exempt form to the hotel (these forms may be picked up in the Purchasing

Department). Hotel bills that include meals should be taken off the hotel bill; only the actual hotel room cost will be reimbursed. It is very important that you receive the original receipt. No copies are acceptable. Hotel parking fees will be reimbursed – original receipt must be provided.

e. Meals are reimbursed up to \$40.00 per day: Breakfast \$8.00, Lunch \$12.00, Dinner \$20.00. It is important to attach the event registration form to the reimbursement form because some meals are paid through registration; those meals are deducted from the reimbursement amount. Example: individual stayed two days; meal amount due \$80.00; however, two lunch meals were provided as part of the event registration fee; therefore, cost to be reimbursed will be \$56.00.

Note: Some hotels have meal amenities, e.g. breakfasts, which are included in the hotel cost. Such amenities will be deducted from meal reimbursement amount.

- f. Airport parking is reimbursed - must provide original receipt.
- g. Other travel expenses – to include business calls, registration fees, taxis, shuttle, tolls, rental car, gas for rental car, and parking fees.
 - Only business calls are reimbursed. Example: to the office, or other related business calls.
 - Taxi and shuttle will be reimbursed – must provide original receipt.
 - Event registration fee will be reimbursed – must provide a signed receipt from conference, a canceled check or other proof registration was paid.
 - We do not reimburse for tips.
 - Toll fees are reimbursed - must provide original receipt.
 - Car rental is reimbursed - must have prior approval.

3. All forms should be signed by the proper budget authorities listed on the authorization and reimbursement forms.

4. PLEASE NOTE: Texas state taxes are not reimbursable. **Employees traveling are encouraged to provide the hotel with HCC Hotel Occupancy Tax Exemption Certificate.**

5. If a personal trip is taken in conjunction with a business trip, only the business portion of the trip is reimbursable. An itinerary of the seminar or convention must be attached to validate days considered as business.

6. Following is a list of the required support documentation when requesting travel expense reimbursement.

- a. Original approved Authorization for Professional Trip Request
- b. Original detailed hotel receipt
- c. Air Fare Receipt/Confirmation with ticket price, including all applicable taxes, and flight departure and arrival times

- d. Airport Parking Receipts
- e. All other travel expense receipts, e.g., taxis, shuttle, parking, registration, tolls, car rental, business calls, etc.
- f. Conference Itinerary/Agenda
- g. Event Registration Form and hotel accommodation information
- h. Copies of requisitions for all prepaid event/conference expenses
- i. Copy of mileage amount from www.mapquest.com for any mileage reimbursement, showing starting and ending locations

Make certain that all required documents are attached and identified on the reimbursement form. Also verify the appropriateness of the approval signatures and the budget number, and check the budget for funds. Verify the vendor number; if it is a new employee, fax a copy of the new employee's name, social security number and mailing address to Michelle Bui in Purchasing at Fax # 713-718-2112. Her telephone number is 713-718-5007.

If any information on reimbursement request form is incorrect or requires additional support documentation, the form will be returned to the originator for corrections.

7. Process reimbursement request using PS Finance and follow the People Soft End-User for Travel Reimbursement. Review all the data entered on the voucher information panel and on the control group batch panel. Print out control group screen and mail this along with the travel requests to the appropriate Accounts Payable representative at Mail Code 1116-A.

Key Resource Persons

YOUR COLLEGE BUDGET SPECIALIST

DISTRICT TREASURY OPERATIONS

Daryl Brown	713-718-5078
Laura Garcia	713-718-5181

DISTRICT ACCOUNTS PAYABLE GRANTS

Maria E. Tellez	713-718-5097
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Applicable Policy/Procedure

Online Navigation:

From HCC home page at <http://www.hccs.edu/>
> Faculty & Staff
> Policies & Procedures (under Employee Support)
> B:2 Operations
> B:2.5, Travel & Expenses

From HCC home page at <http://www.hccs.edu/>

- > Faculty & Staff
- > Financial & Budgetary Control (under Finance & Administration)
- > Travel Forms & Procedures
- > Travel Expenses and Reimbursement Procedure