

**TEXAS A&M RESEARCH FOUNDATION  
INTEGRATED OCEAN DRILLING PROGRAM  
TRAVEL POLICY**

**October 1, 2003**  
(updated September 12, 2007)



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October 1, 2003; updated May 10, 2006

**GENERAL POLICY STATEMENT**

This is the Texas A&M Research Foundation-Integrated Ocean Drilling Program (TAMRF-IODP) statement of travel policy on reimbursement of travel related expenses.

**NOTE: This policy is applicable to travel in connection with IODP activities where appropriate.** Each traveler must be familiar with this policy **prior** to travel to assure that costs incurred will be reimbursable. Also, the traveler must be familiar with TAMRF-IODP receipt and documentation requirements for expenses. **Expenses resulting from emergencies or circumstances not addressed in the IODP Travel Policy or, the Federal Travel Regulations (FTR) will be subject to approval by the IODP Director/Deputy Directors. Lack of proper receipts/documentation may result in reimbursement of less than incurred expenses and delay in processing of the expense account.**

**A. TRAVEL AUTHORIZATION**

Travel authorizations mentioned herein will be delegated as follows. Travelers, with the exception of the Director, can not authorize their own travel.

Approvals for: The IODP Deputy Directors,

Approved by: The Director, or in his absence, the IODP-TAMRF Vice President

Approvals for: IODP Managers

Approved by: The Director, Deputy Directors, or in their absence, a Manager designated by the Director, or the IODP-TAMRF Vice President

Approvals for: All other personnel

Approved by: IODP Managers/Delegate of appropriate cost center

All travel performed on official IODP business requires a completed Travel Authorization form and, advance approval by the appropriate supervisor. An approved *Travel Authorization/Advance Request*, shall be submitted to the TAMRF-IODP Travel/Conferences Office, (hereinafter called Travel Office), as soon as the traveler is aware of an impending trip to allow sufficient time for making travel arrangements. The authorization form is available from the Travel Office or can be downloaded from IODP's WEB page at <http://iodp.tamu.edu/travel/portcall.html>. The purpose of the trip must be clearly explained on the form, e.g., if the purpose is to attend a meeting or training, the name of the meeting, or the type of training must be listed. If not obvious, explain how attending the meeting or training is relevant to IODP.

Official business itineraries may be extended to include personal routing if requested at the same time and on the same *Travel Authorization/Advance Request* form, and does not require substantial time and effort of the Travel Services Specialist. Differences in airfare resulting

from the personal routing will be paid by the traveler. The *Travel Authorization/Advance Request* form must clearly indicate which days are official business and which are personal. Official business is limited to days of meeting/seminar/conference plus travel time to and from the meeting site by the most direct route. If additional days are included in travel dates, the time must be listed as personal. A copy of the *Travel Authorization/ Advance Request* form will be sent by the Travel Office to the IODP Payroll Office for reconciliation with employee leave records.

## **B. FOREIGN TRAVEL APPROVAL**

A completed and approved TAMRF-IODP Internal Request for Foreign travel, <http://iodp.tamu.edu/travel/portcall.html> must be submitted to the Travel Office along with the Travel Authorization/Advance Request form **EXCEPT** when travel is undertaken for one or more of the following reasons:

1. Travel to and from port calls. EXCEPTION: IODP personnel who do not normally attend port calls must have the advance approval of the IODP Director/Deputy Directors, or the TAMRF-Vice President.
2. Travel in connection with Alliance panel meetings, team meeting, post cruise meetings, or IODP working group and panel meetings. EXCEPTION: Personnel other than the officially appointed IODP liaison or team member to committees/panel/working groups/teams, must have the advance approval of the IODP Director/Deputy Directors.
3. Foreign travel for any lower-tier subcontractors and travel for subcontractor's (TAMRF/TAMU) employees to and from any lower-tier subcontractor's facilities.

**Note:** Any foreign travel not listed in the above exceptions will require prior approval by the IODP Director/Deputy Directors or TAMRF Vice President.

## **TRAVEL ADVANCES/CORPORATE CREDIT CARD**

### **A. ADVANCES**

When applicable, and approved by the appropriate supervisor, travelers may request the Travel Office to calculate an advance based on reasonably estimated, ordinary, and necessary business expenses that will be incurred while on official business. The form should be completed as soon as the traveler is aware of an impending trip to allow sufficient time to process the request. In those situations where the travel requires approval by the Director, the approved TAMRF-IODP Internal Request for Foreign Travel form must be on file in the Travel Office before the travel advance can be issued. To minimize paperwork, advance requests will not be issued for amounts under \$100 or for non-overnight trips, unless unusual circumstances warrant an advance.

IRS regulations prohibit issuing travel advances more than 30 days prior to date of official travel. Travel advances apply only for the trip issued and will not be carried forward for a subsequent trip. Advance requests will normally be denied if an advance from a previous trip is outstanding.

### **B. STATE ISSUED CORPORATE CREDIT CARDS**

IODP full-time employees may apply for a State issued Corporate Credit Card following successful completion of the six-month probationary period. Applications for the card may be obtained the Supervisor of Travel/Conferences. This card is made available for the convenience of employees while traveling on official business. Employees are liable for all charges to the card.

Reimbursement for all official travel expenses must be requested on the travel expense voucher

regardless of whether or not they are charged to a corporate card.

## **REIMBURSEMENT OF TRAVEL EXPENSES**

Allowable travel related expenses will be reimbursed at rates provided for in this policy. Claims for reimbursement of allowable travel expenses must be submitted to the Travel Office via an expense account voucher. Forms and instructions may be obtained in the Travel Office, or printed from TAMU-IODP's WEB page at <http://iodp.tamu.edu/travel/texpenses.html>. The expense voucher must include required supporting documentation as noted in this policy. If the final reconciliation of the expense account by the Travel Office results in an increase or decrease of \$25.00 or more in the total amount, the traveler will be notified before the voucher is processed. All expenses approved must be in compliance with contract requirements and the *TAMRF- IODP Travel Policy*.

If personal leave is taken in connection with official business travel, the travel expense voucher must indicate the specific dates for both business and personal. Personal dates will be reconciled with the personal leave dates given on the *Travel Authorization/Advance Request* form.

### **1. Travel Expense Reporting Requirements:**

TAMRF-IODP policy requires that travel expenses be substantiated and any unexpended travel advance funds be returned to the Travel Office within thirty days after return from trip.

### **2. IRS Reporting Requirements:**

Substantiation of expenses must be submitted within 60 days of trip completion or the entire advance amount shall be reported as taxable income. Funds advanced which are not expended during the trip are to be returned no later than 120 days after completion of trip, or the amount due TAMRF will be reported as taxable income.

**Note:** All unexpended funds must be returned to TAMRF, expense accounts submitted after the IRS time limitations cannot act retroactively to avoid the tax liability.

### **3. Claiming Travel Expenses:**

#### **A. Lodging**

IODP employees are strongly urged to arrange lodging accommodations through the IODP Travel Office to reduce the risk of incurring personal liability for unallowable costs.

The US Government lodging per diem rates are used when booking hotels. However, when these rates can not be obtained, TAMRF-IODP will, without justification required, allow up to \$175.00/night. Costs for lodging shall not generally exceed the maximum rate of \$175/night or the published federal rate—whichever is higher. NOTE: The rate as discussed herein does not include taxes. Requests for lodging reimbursements over \$175 (or over the federal rate) must

be approved by the Department Manager and supported with a written statement explaining the circumstances that caused the existing rate to be inadequate. A statement that "less expensive lodging was not available" is inadequate without the explanation and approval by the cognizant authority.

In all cases where the hotel rate exceeds the standard maximum per diem rate or the TAMRF-IODP allowable lodging rate of \$175, the following policy shall apply:

- Requests for hotel reimbursements of more than 300% over the standard allowable rate of \$175/night will be unallowable. If the standard federal maximum allowable lodging rate is higher than \$175, the federal rate may be used in lieu of the TAMRF-IODP rate, under the same circumstances (i.e., 300% over the maximum federal rate). If the hotel rate exceeds more than 300% over the allowable rate (TAMRF-IODP or federal), the traveler will be personally responsible for the additional amount. Approval by the Department Manager and appropriate justification must be documented in all cases when the amount exceeds either the TAMRF-IODP rate or the federal rate.
- It is the sole responsibility of the traveler to document the justification. If the traveler cannot adequately justify the higher rate, only the standard maximum allowable rate will be reimbursed.

Staying at hotels where meetings are held: **When authorized on the Travel Authorization/ Advance Request form by the Department Manager or Deputy Directors prior to the trip,** a traveler may stay at a hotel where his/her meeting is being held even if the rate exceeds the maximum hotel rate (up to the limits described above). By staying in the meeting hotel, additional costs for daily ground transportation are eliminated, and the traveler's personal safety is more secure by not having to travel between the meeting place and another hotel after dark or in unsafe areas. When the hotel expense exceeds the maximum rate within the limits established above, a notation should be made on the expense voucher to the effect that "traveler stayed in the meeting hotel.

Day Rooms: Permitted when there is a mandatory layover by the airlines of six hours or more. The cost for the room may not exceed the maximum TAMRF-IODP rate for lodging.

**Itemized hotel receipts are required.** A credit card statement or hotel confirmation can not be accepted in lieu of the itemized hotel receipt. If receipts have been lost or destroyed, the traveler must make an effort to obtain a duplicate receipt. A statement explaining the efforts to obtain the duplicate receipt shall be furnished with the expense account form. The name and address of the lodging facility, the dates the lodging was obtained, and the cost incurred must also be provided. When hotel receipts showing amounts in foreign currency are submitted, the currency exchange rate in effect at the time of travel must be documented on the receipt.

Allowable lodging reimbursement will be based on the single room rate. TAMU/TAMRF-IODP personnel who share rooms will each be reimbursed at an equitable rate based on actual expense.

It is the traveler's responsibility to insure that lodging reservations are canceled if travel plans change. The traveler must notify the Travel Office or the hotel directly to cancel reservations, or be held personally responsible for no-show charges, or early check-out charges.

**Note:** Employees of TAMU-IODP and TAMRF are exempt from state hotel occupancy taxes in Texas. To avoid paying the state tax (city taxes must be paid) the traveler must provide the hotel with a tax exempt form at check-in. The forms are available in the Travel Office. **TAMRF-IODP can not reimburse state tax, therefore, it is the responsibility of the traveler to ensure state tax is not charged on the hotel receipt.**

## **B. Meals**

For reimbursement purposes, a reasonable time before departure or arrival from the airport may be added to travel time to allow for driving time to/from the airport and check in/baggage retrieval. Traveler shall take the most direct route between home/office and airport. However, meal allowances while on travel status are intended to cover meal expenses that are actually incurred while on official business. Expenses for meals taken before leaving, or after returning home cannot be claimed and are unallowable.

Meal expenses will be reimbursed under one of the following methods:

### **1. Meal Per Diem Method**

Meal per diem rates established by the federal government are used for reimbursement of meals under this method. Domestic (contiguous U.S.) rates are set by the U.S. General Services Administration and normally change at the beginning of each calendar year. Rates for non-foreign U.S. areas (Hawaii, Alaska, and U.S. territories/possessions) are established by the U.S. Department of Defense, and are issued yearly. Foreign meal per diem rates are published monthly by the U.S. Department of State. Travel expense vouchers for international travel must be processed with the meal rates in effect for the month in which the travel occurs. Receipts are not required when claiming reimbursement by meal per diem. Contact the Travel Office for current meal per diem rates for all locations. The meal per diem rates include taxes and tips to food servers. Some meals rates for frequently traveled U.S. cities, post cruise meeting locations, port call locations can be located at- <http://iodp.tamu.edu/travel/perdiem.html>.

Meal per diem begins the date of departure from, and arrival at, the official destination or any other place travel begins or ends. The traveler must show this same information for points where official business is performed or for a stopover (minimum of 6 hours) or official rest stop location when the arrival or departure affects the traveler's per diem allowance or other travel expenses. The traveler also should show the dates for other points visited. The traveler does not have to record departure/arrival times, but must annotate on the travel claim when travel is more than 12 hours but not exceeding 24 hours to reflect that fact.

### **2 Actual Expense Method**

When unusual circumstances cause meal expenses to exceed the federal meal per diem rate, actual meal expenses may be claimed up to 300% of the federal rate, with receipts and approval of the appropriate supervisor. IRS regulations state that only one method of meal reimbursement may be claimed in any one calendar day, i.e., on any day where actual meal expenses are claimed, all meals for that day must be claimed at actual expense, and receipts must be submitted for all three meals on that day regardless of the amount. Any charges on the receipts for alcoholic beverages must be deducted before submitting a claim.

Examples of unusual circumstances are as follows:

- Excessive costs would be incurred to commute to less expensive restaurant.
- The time required to conduct business prohibited traveling to less expensive restaurant.

### **3. Miscellaneous**

- When meals are taken on board ship, the traveler shall not request reimbursement for the meal(s) on the travel expense voucher.
- At functions where meals are included in the registration fee, hotel rate, or other mandatory fee, it is TAMRF-IODP policy that the traveler/attendee participate in the meal unless at least one of the following reasons apply:
  - Another meeting prevented traveler from being present for the meal.
  - Meal was inadequate.
  - Traveler was allergic to the food offered.

Unless one of the exceptions listed above applies, the traveler shall not claim reimbursement for meals which were provided. Traveler's signature on the expense voucher will serve as verification that one of the referenced exceptions was applicable if a meal is claimed.

**Note:** IRS regulations state that reimbursement for meals on non-overnight trips must be reported by the employer as taxable income.

## **C. TRANSPORTATION**

### **1. Air Transportation**

TAMU/TAMRF-IODP employees should normally make airline transportation arrangements through the Travel Office to reduce the risk of incurring personal liability for unallowable costs. To satisfy receipt requirements, passenger coupons or passenger receipts showing total airfare and class of service must be submitted with the travel expense voucher when the Travel Office did not purchase the tickets and the traveler is requesting reimbursement of airfare. Receipts will not be necessary when tickets are purchased through the Travel Office.

#### **a. Saturday Night Stayover**

A traveler may extend a business trip to include a Saturday night stay only when it is a cost savings to the program. The cost of airfare and additional travel expenses combined, must be lower than the lowest weekday fare determined and documented by the Travel Services Specialist. IRS limits the stay to one extra day and that extra day has to be in the same location at the same expense rate or less. Circumstances under which this would normally occur are when official business begins on Monday or ends on Friday.

## **b. Air Carrier Selection**

All international travel financed by the U. S. Government must be booked on U.S. flag air carriers to the greatest extent possible. U.S. air carrier service also includes service provided under a **code shared** agreement with a foreign air carrier in accordance with Title 14, Code of Federal Regulations when the ticket, or documentation for an electronic tickets, identifies the U.S. flag carrier's designator code and flight number. If a U.S. flag air carrier would not accomplish the mission of the program or any of the reasons below, a U.S. air carrier is considered unavailable. This includes any segment of the initial booking and any subsequent changes while en-route. **The Travel Services Specialist must attach a signed certification of non-availability of U.S. air carrier to the payment document, with the specific reason for the non-availability noted on the certification. If travelers make their own airline arrangements on a non-U.S. air carrier which results in reimbursement of airfare to them, the completed certification must be attached to the travel expense voucher OR reimbursement will not be made for expenses incurred for air travel on the non-U.S. air carrier.**

### **Exceptions to the Fly America Act:**

1. No U.S. flag air carrier provides service on a particular leg of the route, in which case foreign air carrier service may be used, but only to or from the nearest interchange point on a usually traveled route to connect with U.S. flag air carrier service; or
2. A U.S. flag air carrier involuntarily reroutes your travel on a foreign air carrier; or
3. Service on a foreign air carrier would be three hours or less, and use of the U.S. flag air carrier would at least double your en route travel time; or
4. When the costs of transportation are reimbursed in full by a third party, such as a foreign government, international agency, or other non-government organization.

### **Exceptions when flying between the United States and another country:**

1. If a U.S. flag air carrier offers nonstop or direct service (no aircraft change) from your origin to your destination, you must use the U.S. flag air carrier service unless such use would extend your travel time, including delay at origin, by 24 hours or more;
2. If a U.S. flag air carrier does not offer nonstop or direct service (no aircraft change) between your origin and your destination, you must use a U.S. flag air carrier on every portion of the route where it provides service unless, when compared to using a foreign air carrier, such use would:
  - a) Increase the number of aircraft changes you must make outside of the U.S. by 2 or more; or
  - b) Extend your travel time by at least 6 hours or more; or
  - c) Require a connecting time of 4 hours or more at an overseas interchange point.

### **Travel solely between points outside of the United States:**

You must always use a U.S. flag carrier when available for such travel, unless, when compared to using a foreign air carrier, such use would:

1. Increase the number of aircraft changes you must make en route by 2 or more; or
2. Extend your travel time by 6 hours or more; or
3. Require a connecting time of 4 hours or more at an overseas interchange point.

\* Gateway airport in the U.S. means the last U.S. airport from which the traveler leaves or the first airport in the U.S. to which the traveler returns from abroad. Gateway airport abroad means the first airport abroad at which the traveler arrives from the U.S. or the last airport abroad from which the traveler departs for the U.S.

### **Short distance travel regardless of origin and destination:**

1. Service for short-distance travel (3 hours or less) between two points by a U.S. air carrier doubles the time.

For travel in all categories above: When a U.S. carrier is available, but all economy seats are sold out, and the trip cannot be postponed to wait for economy class, then travel should be booked in order of (1) business class, or (2) first class before booking on a non-U.S. carrier. If all fares on the preferred flight are sold out, and the trip cannot be postponed to wait for availability of a seat on a U.S. air carrier, a non-U.S. air carrier may then be used. Should either of these two situations occur, a justification should be written on the travel expense account explaining why the higher class of service was used, or a certification form must be attached to the payment document explaining the reason why it was necessary to use the non-U.S. air carrier. **Foreign air carrier service may not be used solely based on cost savings.**

#### **c. Class of Service**

It is the program's practice to book coach economy (state, or restricted) airfares for all domestic and international travel. If space is not available in coach class on any scheduled flight in time to accomplish the purpose of the official travel, and the trip cannot be postponed to wait for availability in coach class, premium class airfare may be used. Prior approval (pre-booking) must be obtained from the appropriate supervisor to use premium class airfares. Travelers making their own reservations must contact the IODP Travel Office before booking any reservations in premium class to reconfirm that coach class is not available. Failure to do so could result in a personal liability to the traveler for the premium class airfare. Travelers may use frequent-flyer benefits to upgrade to premium class.

#### **d. Rest Period/Stopover**

When scheduled flight times, including stopovers, exceeds 14 hours, a rest period not to exceed 24 hours prior to the beginning of official business is allowed at the destination.

**d. Lost Tickets**

Travelers are cautioned to safeguard their airline tickets at all times. Loss of a ticket could result in a personal liability to the traveler. However, in the event that a traveler should lose a ticket, he/she must do the following:

1. Immediately go to the nearest ticket office of the initial air carrier (usually the airport, but some airlines have downtown ticket offices in larger cities) and report the ticket has been lost. NOTE: The traveler should always carry a copy of the ticket when traveling so that the number can be provided to the airline should it become necessary. It is at the airline's discretion to issue a new ticket and only charge a lost ticket application fee, or to charge the passenger for a new ticket plus the application fee.
2. If loss of the ticket is noticed while at sea, the appropriate supervisor should be notified immediately. He/she will decide how the replacement ticket shall be provided. Liability for a lost ticket will also be determined by the appropriate supervisor based upon the circumstances. If the traveler recovers the ticket after a new one has been purchased, the recovered ticket must be returned to the Travel Office. Any refund obtained will be returned to the appropriate funding source (traveler or TAMU/TAMRF-IODP department).

**e. Ticket Changes/Unused Tickets**

If routing or time changes are needed on a ticket purchased by the program after the traveler has begun the trip, he/she should contact the Travel Office to make the changes. If changes result in additional airfare, or change fees, the traveler will be reimbursed only for costs associated with approved changes. All unused airline tickets (flight coupons) or vouchers issued by the airlines must be returned to the Travel Office for credit.

**f. Personal Routing**

All personal leave dates must be clearly indicated on the *Travel Authorization/Advance Request* form and the travel expense voucher. Personal trips taken in connection with official travel, either before, during, or upon completion of IODP business, will be at the expense of the traveler. When the traveler's routing differs from the official scheduled routing, the following will apply: If the routing expense is greater, the difference will be paid by the traveler; if the routing expense is less, only the lesser amount will be reimbursed. Savings from a less expensive ticket may not be used to offset personal expenses. The program does not owe the difference in airfare to the traveler.

**g. Lost/Delayed Baggage**

If baggage is lost in transit, the traveler must go to the airport's lost baggage claims office **before** leaving the airport and file a lost baggage report. For baggage to be traced by the

airline, the baggage claim number must be listed on the report, as well as a description of the bags and contents. Purchase of personal items due to lost/delayed baggage will be at the traveler's expense and are not reimbursable. Purchase of work supply items due to lost baggage will be reimbursed when receipts are submitted.

#### **h. Chartered, Personally Owned, or Rented Aircraft**

Prior approval must be obtained from JOI, Inc., before arrangements can be made to charter an aircraft. The only exception to obtaining JOI approval is in the case of a medical emergency or supplying the IODP ship. Arrangements for such use must be discussed with the IODP Director, Deputy Directors, or TAMRF-IODP Vice President well in advance and must receive express prior written approval.

**Note:** University insurance coverages apply only if the pilot holds a commercial pilot's license.

## **2. Ground Transportation**

Reimbursement for ground transportation expenses will be reimbursed under the following conditions:

### **a. Personal Automobile**

Use of a privately owned vehicle (POV) is reimbursable at the current IRS approved mileage rate which can be found at <http://iodp.tamu.edu/travel/expenses.html>. This rate covers expenses for vehicle maintenance, gas, and oil. Reimbursement for mileage cannot exceed the equivalent of economy air fare except under the following circumstances when total mileage may be allowed: (In all cases below, an explanation must be noted by the traveler on the travel expense voucher.)

1. When a POV is required to transport official materials/equipment;
2. When several persons are traveling together on business (mileage may be reimbursed to the owner of the vehicle only—not accompanying persons);
3. When the POV is used for local transportation in lieu of a rental car at the official destination and the total mileage does not exceed the equivalent of allowable airfare, plus the cost of a compact rental car.
4. Mileage will be allowed at the destination point for travel to and from the meeting place (if held in a separate location), and to obtain meals when suitable meals cannot be obtained at or within walking distance of the place of lodging. Appropriate documentation must be entered on the travel expense voucher.

Mileage reimbursement is based on travel by the most direct route between the departure and destination points. When mileage cannot easily be verified on highway maps (e.g., field trips, etc.), a log should be kept of the various places visited and the mileage between points.

**Note:** Other than worker's compensation, TAMU/TAMRF-IODP will not be liable for any claims or deductibles should an accident occur when using a POV. We urge you to check your

individual coverage when using a POV for business purposes.

**b. Motorcycles**

The use of privately owned motorcycles is reimbursable at the current IRS approved mileage rate.

**c. University Rental**

Vehicles may be rented from the Texas A&M University (TAMU) Transportation Service Center by requesting a reservation form at [www.ptts.tamu.edu](http://www.ptts.tamu.edu). Once completed with the appropriate supervisor signature the completed form should be faxed to the Fleet Rental Office at (979)845-3026. A copy should be attached to the Travel Authorization form and must be sent to the Travel Department.

**d. Commercial Rental**

Car rentals should normally be arranged through the Travel Office to reduce the risk of incurring personal liability for unallowable costs. **The Travel Office will provide a confirmation of the car rental which will include an estimated total and an explanation of what coverage is provided in the rate.** Receipts must be submitted for reimbursement of car rental expenses. Rental vehicles should be used only when necessary to obtain economical or practical transportation, i.e., when it would cost more to travel by taxi, bus, etc. Gasoline expenses for rental cars are reimbursable with receipts. Rental cars will not be authorized if the traveler is staying at the hotel where the meeting is held unless the hotel does not have food facilities on the premises and there is no suitable eating establishment within walking distance (or if the area surrounding the hotel is perceived unsafe in which to walk), or the rental car is used to transport several IODP employees to the same destination. Deviations from the above policy need prior approval by the appropriate supervisor and TAMRF-IODP Vice President.

Up to a mid-size (also called intermediate) car may be authorized. It will be at the appropriate supervisor's discretion to allow the traveler to rent a mid-size car based on his/her verbal justification. The supervisor's signature on the travel request form serves as appropriate authorization for the use of a mid-size car. Rental cars at the compact rate will still be utilized when appropriate. Use of a car larger than mid-size will not be authorized unless (1) a compact/mid-size car is not available, and taxi service cannot be obtained, (2) large equipment must be transported for official IODP business, (3) more than four program employees are traveling together on official business, and use of one larger rental car is less expensive than or offsets the cost of multiple rental cars or taxis, or (4) documentation is provided showing the cost of larger than a mid-size car was equal to or less than the cost of the mid-size. One of the justifications above must be written on the travel request form before the Travel Office can book a car larger than mid-size. The rental car receipt must show itemized costs. Upgrade charges are not allowable unless one of the above reasons apply. If the car is retained for personal leave days, the rental fee will be reimbursed proportionately to the business days.

**Reservations confirmed using state contracted Rental Car vendors include Loss/Damage**

**Waiver or comprehensive, (LDW or CDW) and Liability coverage in the rate. Complete details relating to Contract Rental car vendors can be found at <http://www.tbpc.state.tx.us/travel/index.html>. When a non-contract car vendor used, the cost of Collision Damage Waiver (CDW) or Loss Damage Waiver (LDW) is reimbursable; however, the cost of Personal Accident Liability Insurance (PAI) or personal effects insurance is NOT allowable except in foreign countries. (NOTE: car rental agencies use different terminology when referring to car rental insurances or waivers. If uncertain about the nature of the waiver or insurance, ask the agent for an explanation to avoid incurring an unallowable expense.) When leasing vehicles in foreign countries, it is advisable to purchase all available and reasonable levels of waivers and insurance including PAI. Some car rental agencies located on airport property add a "per day" airport property tax to the total cost of the car rental. This mandatory charge is reimbursable to the traveler. More than one person traveling on the same trip should travel in the same vehicle unless there is justifiable basis for additional vehicles.**

Travelers are encouraged to refuel the rental car before returning the car to the agency at the completion of the trip. Rental car agencies charge exorbitant fees for refueling.

**e. Taxicab, Limousine, Bus, Train**

Taxi, limousine, bus, and train fares must be itemized. Limousine service from city to city will be used only when other practical means (i.e., train, bus) are not available or limousine service is more economical. Receipts are required for any single fare of \$50.00 or more. Use of taxis to obtain meals is allowable when suitable meals cannot be obtained at or within walking distance of the place of lodging. An explanation why it was necessary to use a taxi to obtain meals elsewhere must be written on the travel expense voucher.

**f. Other Transportation Expenses**

Other transportation expenses include, but may not be limited to, the following:

1. Airport departure taxes.
2. Gasoline for rental cars.
3. Parking and toll fees: Parking fees are allowable except under the following circumstance:
  - a) Long term parking, or automobile storage for the duration of an IODP cruise.

**D. COMMUNICATIONS**

Costs incurred for telecommunications for official project business may be claimed. The person contacted and date must be documented on the travel expense voucher for individual charges of \$10.00 or more. Receipts must be submitted for any single charge of \$50.00 or more.

Personal communications are allowable with proper receipts but limited to the following:

1. For domestic travel, one personal call per day up to a maximum of \$5.00 per day is reimbursable.
2. For international travel, one call per day up to a maximum of \$15.00 per day.

Travelers are advised that some hotels (especially in foreign countries) add a significant surcharge to telephone calls—including credit card calls—placed from a hotel room. Always be sure of these charges before placing telephone calls (official business or personal) to avoid incurring unexpected expenses. If the telephone cost information is not posted in the hotel room, the traveler should call the telephone operator or front desk and inquire about the costs for making phone calls before placing them.

## **E. MISCELLANEOUS EXPENSES**

Any single expenditure of \$50.00 or more for allowable miscellaneous expenses must have a receipt in order to be reimbursed. Examples of allowable miscellaneous expenses include, but are not limited to the following:

1. Registration fees (for conferences, meetings, etc.);
2. Miscellaneous IODP business supplies;
3. Fees for foreign visas and associated fee for passports when required for international travel associated with IODP.
4. Fees for traveler's checks/currency exchange. When a loss is incurred in currency exchange, the loss may be claimed;.
5. Portage and special transportation for project equipment and materials;
6. Postage for official IODP mail.
7. Tips: Itemize miscellaneous tips (tips to food servers are included as part of the federal meal allowances and cannot be claimed separately unless actual meal expenses are being claimed. A reasonable tip is considered to be 15% of the expense (e.g., taxi fare) or \$1 per bag for portage or bellman service.
8. Laundry/dry cleaning: Allowed for trips incurring a minimum of 4 consecutive nights on official travel.

## **F. UNALLOWABLE EXPENSES**

The following **are not** reimbursable:

1. Entertainment or social activity expenses;
2. Alcoholic beverages;

3. Traffic fines;
4. Gasoline purchases for POV when claiming mileage;
5. Personal items purchased due to lost/delayed or stolen baggage.

## APPENDIX I

### **State Travel Management Plan**

Effective November 2, 1992, Texas A&M University initiated the new State Travel Management Plan (STMP). As part of this plan, the State of Texas negotiates contracts with travel industry vendors for reduced rates on car rentals, hotels/motels and airlines.

The contracts normally provide reduced rates for state employees (including IODP-TAMU/TAMRF employees) traveling on official state business. TAMRF encourages all IODP employees traveling under TAMRF administered contracts to utilize these reduced rates to the greatest extent practicable, when circumstances and other factors permit.

## APPENDIX II

### **Integrated Ocean Drilling Program—Texas A&M Research Foundation**

#### **LIQUOR LIABILITY POLICY**

The Integrated Ocean Drilling Program (IODP), Texas A&M University, and Texas A&M Research Foundation are not responsible for the resultant actions of any individual\* imbibing alcoholic beverages before, during, or after the official business period for which he/she is reimbursed for travel expenses for IODP funds, regardless of whether the employee is drinking alone or in the presence of others. Individuals associated with IODP who become involved in such activity will no longer be acting on behalf of IODP or within the scope of his/her employment even if this activity takes place while attending a conference or meeting considered as official business. Anyone representing IODP who has been drinking alcoholic beverages should not, under any circumstances, drive if intoxicated. IODP will not reimburse the traveler for the costs of alcoholic beverages, nor may the subsistence funds advances for official travel be used to pay for alcoholic beverages.

\*Includes TAMU employees, Texas A&M Research Foundation employees, and others (e.g., U.S. shipboard scientists) for whom travel expenses are paid by or through the Integrated Ocean Drilling Program.