

TRS Allowable Travel Expenses for Contractors

TRS travel guidelines are designed to conserve funds, and all expenditures should be made with this in mind. All claims require **original** receipts unless stated otherwise. When traveling the following limitations should be observed:

Current State Rates: <https://fmx.cpa.texas.gov/fmx/travel/texttravel/rates/current.php>

Airline Costs: The “E-ticket” receipt is required for reimbursement. The most economical flight should be obtained. TRS cannot reimburse first-class airline costs and cannot reimburse airline cancellation charges incurred because of personal reasons including illness. TRS will not reimburse fees for early check-in, preferred seating, upgrades, flight change for personal reasons, or excessive baggage incurred due to the addition of personal travel.

Lodging Costs: The original receipt that shows the name of the person who lodged, the hotel name and address, arrival and departure date, daily itemized room charge at single room rate and total cost. The receipt must show a zero balance. TRS utilizes the rates as published by the General Services Administration (GSA) to determine the maximum reimbursable amount of lodging for the city in which the lodging occurred. These rates may be located at the following web address:

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

Additional charges billed by the hotel are reimbursable only if they are itemized and used only for TRS business purposes, such as fax, internet, and telephone charges.

Meals: Meal reimbursement is for daily actual expenses (less tip or gratuity and alcoholic beverages). TRS utilizes the rates as published by the General Services Administration (GSA) to determine the maximum reimbursable amount for meals for the city in which the lodging occurred. These rates may be located at the following web address:

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

Transportation: Transportation should be arranged in the most cost-efficient manner. TRS will reimburse for one of the following modes of ground transportation: Taxi, Network Transportation Driver (Uber, Lyft, etc.), Mass Transit, Rental Car, or Personal Vehicle.

If a Rental Car or Personal Vehicle is used, TRS will not reimburse for Taxi or other Mass Transit expenses. Taxi/NTD fares, less tip or gratuity, are not acceptable, and personal car mileage is reimbursable at .70¢/mile. A point-to-point itemization is required for taxi/NTD fares or mileage reimbursement. Mileage is based on odometer readings or www.googlemaps.com, the only online mapping service approved for use at TRS.

Rental of Motor Vehicles - Rental cars are not permitted unless pre-authorized by TRS. Reimbursement for the actual cost of renting a motor vehicle will be made. Rental vehicle should be refueled before return. Pre-paid refueling services should not be used. Reimbursable costs include collision damage waiver charges, applicable taxes and similar mandatory charges.

Charges not reimbursed are:

1. liability insurance supplements;
2. personal accident insurance;
3. safe trip insurance; or,
4. personal effects insurance.
5. rental car upgrades
6. traffic or parking violations,

Rental car must include the name of the rental company, name of employee, start and end dates of the rental, and a daily itemization of the expenses incurred. Gas purchases in connection with rental.

Parking: Hotel and Airport Parking are reimbursable.

Other: The following items are not reimbursable under any circumstances: tips or gratuities, personal phone calls, items that are personal in nature including movie rentals or personal entertainment, or meal or lodging expenditures for family members or companions.