



TRAVEL POLICY SUMMARY

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Effective January 1, 2006

Travel expense accounts must be submitted after the completion of a trip with the required receipts, justifications, and approval signatures. When the traveler's advance exceeds the expenditures, a personal check made payable to TAMRF for the appropriate amount must be attached. Expense account form is to be typewritten or completed in ink.

Air Transportation

Must travel economy, tourist, or other special discount fare.

Airline ticket receipts must be attached to the expense account regardless of method of payment.

Mileage

Current rates are available from the TAMRF Travel Branch. Includes all personal vehicles: cars, trucks, etc. Reimbursement for mileage cannot exceed the equivalent of tourist airfare, except under circumstances when a personal vehicle is used for transportation of materials or equipment.

Rental Vehicle

Charges for personal accident insurance (PAI) are not reimbursable and will be deducted from the expense account except when the car is rented in a foreign country.

Taxi, Limo, Bus

Reimbursement up to \$75, single fare, without receipts.

Train

Itemized receipts are required.

Per Diem

Check TAMRF Travel Policy for rate. The per diem rate includes the cost of lodging, meals, laundry, mandatory service charges, taxes, baggage handling, and tips to waiters, porter, maids, etc. Per diem may not be claimed on non-overnight trips. Per diem is paid on a quarter day basis. One-fourth the daily rate will be reimbursed for each six-hour period of travel. A minimum of two hours is required to claim a quarter.

Lodging

Actual hotel rate up to a maximum of \$175 with itemized receipts. See travel policy. Balance on statement must have \$0 balance.

Meals

The maximum daily allowance for meals is \$64, \$59, \$54, \$49, \$44, or \$39 depending on IRS classification of the area. Check TAMRF Travel policy for rates. Receipts are not required unless claiming above daily allowance. Meals claimed above daily allowance, without receipts, are to be reported as taxable

income. Reimbursement for alcoholic beverages is unallowable.

\$64/day: Breakfast \$13 Lunch \$19 Dinner \$32
 \$59/day: Breakfast \$12 Lunch \$17 Dinner \$30
 \$54/day: Breakfast \$11 Lunch \$16 Dinner \$27
 \$49/day: Breakfast \$10 Lunch \$14 Dinner \$25
 \$44/day: Breakfast \$9 Lunch \$13 Dinner \$22
 \$39/day: Breakfast \$8 Lunch \$12 Dinner \$19

Breakfast - leave before 7:00 a.m. or return after 9:00 a.m.

Lunch - leave before noon or return after 1:00 p.m.

Dinner - leave before 6:00 p.m. or return after 7:00 p.m.

Communication

Individual charges over \$75 must be documented (person contacted and date) and must be business related.

Miscellaneous

Receipts are required for any single expense over \$75.