Under existing master professional service provider (PSP) agreements with The University of Texas at Austin, PSPs may request reimbursement for certain expenses in addition to compensation for basic and additional services, including certain travel expenses. To ensure good stewardship of our resources, University policy requires contractors, including PSPs, comply with the same guidelines for travel reimbursements as University employees*:*

*“Non-employee travel reimbursements are subject to the same policies as*

*employees, prospective employees and student travel reimbursements;*

*however, a non-employee…is not exempt from Texas state hotel occupancy*

*taxes.” (reference Handbook of Business Procedures Section 11.5.5 (A))*

AND

*“…travel must be planned to achieve maximum savings and efficiency. The*

*travel expenses must be the lowest possible considering all relevant*

*circumstances.”* (*reference Handbook of Business Procedures Section 11.5 (C))*

This document provides valuable information concerning Travel Reimbursements as permitted under the University’s *Handbook of Business Procedures*. All PSPs must acknowledge and comply with these guidelines for travel reimbursement. Please review the following information carefully and indicate your acknowledgement and acceptance below. If you have any questions or require additional information, please contact:

Trina Bickford, Contracts Manager

[Trina.bickford@austin.utexas.edu](mailto:Trina.bickford@austin.utexas.edu)

512-475-8452

**NOTE: AS INDICATED IN THE PSP MASTER AGREEMENT** (*reference Master Agreement between Owner and Professional Services Provider for AE-EA On-Going Professional Services on Projects of Limited Scope, Article 8)***, COMPENSATION WILL ONLY BE MADE FOR REIMBURSABLE EXPENSES FOR THE ACTUAL, OUT-OF POCKET, REASONABLE COSTS INCURRED SOLELY AND DIRECTLY IN CONNECTION WITH PERFORMANCE OF THE SERVICES AND DUTIES FOR ANY ASSIGNED PROJECT AT THE DIRECTION OF THE UNIVERSITY AND WITH WRITTEN AUTHORIZATION. REIMBURSABLE EXPENSES MUST BE APPROVED AND REFLECTED IN THE CONTRACT. ALL EXPENSES WHERE REIMBURSEMENT IS EXPECTED, INCLUDING BUT NOT LIMITED TO TRAVEL EXPENSES, MUST BE INCLUDED IN PSP’S PROPOSAL TO THE UNIVERSITY AND IN ANY RESULTING CONTRACT OR CONTRACT AMENDMENT. INVOICES FOR REIMBURSEMENTS NOT SPECIFICALLY INCLUDED IN A CONTRACT WILL NOT BE PROCESSED.**

**For all Travel Reimbursement Requests:**

* Travel where reimbursement of expenses will be expected **must** be approved in advance, in writing, by the project manager or owner’s designated representative.
* Reimbursement will be made for actual expenses only; **no markup will be reimbursed**.
* Where applicable, detailed receipts **must** be provided for all expenses where reimbursement is expected.
* Only expenses in connection with out-of-state travel, including coach class air fare and reasonable living expenses OR expenses in connection with in-state travel, including reasonable travel and living expenses for PSP’s employees and consultants when a project is located more than 50 miles from the place where they are usually and customarily assigned, will be considered for reimbursement. (*reference Master Agreement between Owner and Professional Services Provider for AE-EA On-Going Professional Services on Projects of Limited Scope, Article 8.1(a) and (b))*

The following guidelines, excerpted from the *Handbook of Operating Procedures,* apply to requests for reimbursements:

**I. TRANSPORTATION** (*reference Handbook of Business Procedures section 11.5.1*)

**A. Introduction**

Reimbursement for transportation expenses include personal car mileage, commercial air, rented vehicle and mass transit.

NOTE: transportation expenses will only be reimbursed for PSPs located within the Austin area **and** traveling to a project site over 50 miles away from their usual and customary workplace; and for PSPs not located in the Austin but required to travel to the project site.

**B. Personal Car Mileage**

With the exception of tolls and parking expenses, reimbursement of mileage is inclusive of all expenses associated with the operation of a personally owned or lease vehicle. Reimbursement will only be provided for personal car mileage at the rate listed on the Texas Comptroller of Public Accounts’ *Travel Reimbursement Rates* Web page (<https://fmx.cpa.state.tx.us/fm/travel/travelrates.php>)

**1. Mileage between Cities**

* For official point-to-point mileage, odometer readings or mileage computed by an online mapping tool may be used. For travel paid with local funds\*, any online mapping tool may be used while travel paid with state funds\* can only be calculated using Mapquest (<http://www.mapquest.com/>)
* Travel must occur using a personally owned or leased motor vehicle
* Travel locations must be identified in payment request, and mileage must be itemized on a point-to-point basis. In other words, mileage is calculated from a starting point to an ending point using beginning and ending odometer readings or online mapping tool calculations.

**2. Multiple Travelers**

Coordination of travel must occur when two to four persons travel from the same original location to the same duty point at the same time. When coordination of travel is required, only one person may be reimbursed for mileage. Coordination of travel is not required if it is determined infeasible for business reasons.

**3. Out-of-State Travel in a Personally Owned Vehicle**

Reimbursement is limited to the lower of average coach airfare and related expenses or mileage plus allowable meals and lodging. When additional persons are transported, the average coach airfare of each person should be used in the comparison.

**C. Travel by Rented or Public Conveyance**

**1. Commercial Air**

The reimbursement for commercial air transportation may not exceed the cost of the lowest available airfare. First class, business class or other premium class airfare will only be reimbursed at the coach rate.

**2. Rented Vehicle**

* If a rented vehicle is used for both personal and University business, only the portion attributable to University business may be reimbursed. Rental expenses may not be reimbursed if the rental was necessary only because the employee combined personal and University business.
* If two or more persons share a rented vehicle, only the person who paid the cost of renting the vehicle may be reimbursed.
* Charges for liability insurance supplements, personal accident insurance, safe trip insurance and personal effects insurance are not reimbursable.
* The charge for an additional driver is only reimbursable only if the additional driver is another member of the PSP’s personnel.
* A collision damage waiver or loss damage waiver is reimbursable unless the waiver is included in the contracted rental rate.

**3. Travel by Mass Transit, Taxi, Limousine or Network Transportation Driver**

* Receipts are required if public transportation is used for travel between cities.
* Reimbursement for network transportation, such as Uber or Lyft, be requested for travel to a project site located more than 50 miles from the PSP’s normal and customary assigned location, and may only be reimbursed if it was the lowest transportation available considering all relevant circumstances, such as economy rides called Lyft, Shared, Shared Saver, Lyft XL, Pool, UberX and Uber XL but NOT premium rides called Lux, Lux Black, Lux Black XL, Uber Plus or Uber Black.
* The cost of limousine transportation or premium rides with network transportation may be reimbursed only if it is the lowest transportation available considering all relevant circumstances.
* Tips may not be reimbursed using state funds\*; tips up to 20% may be reimbursed using local funds\*. If submitting receipts for public transportation, the tip or gratuity must be separated from the daily transportation amount.

**II MEALS AND LODGING** (*reference Handbook of Business Procedures section 11.5.2*)

**A. Introduction**

Reimbursements for meal and lodging expenses include overnight travel. Reimbursement for meals and lodging expenses is subject to official rules and regulations. The amounts that may be claimed depend on the sources of funding\*.

NOTE: meal and lodging expenses will only be reimbursed for PSPs located within the Austin area and traveling to a project site over 50 miles away from their usual and customary workplace where an overnight stay is required; and for PSPs not located in the Austin but required to travel to the project site where an overnight stay is required.

**B. General Requirements for Meals and Lodging Reimbursements**

* Meal and lodging expenses are NOT reimbursable without an overnight stay.
* Only single occupancy rates can be claimed. If two or more persons share lodging, the expense of the room will only be reimbursed once.
* Excess meal and lodging expenses for one day may not be carried forward or backward to another day.
* Expenses incurred the day before official business begins or the day after official business concludes may be reimbursable if travel was required to meet the University’s schedule. Expenses incurred more than one day before official business begins or after official business ends are reimbursable only if the expenses were incurred to qualify for other travel discounts resulting in the lowest cost to the University.
* Local accounts\* may reimburse tips and gratuities incurred during travel for University business. The amount of the reimbursement may not exceed 20% of the reimbursed amount, and the tip or gratuity must be itemized.
* Receipts must be provided for all lodging and meal expenses.

**C. Prohibited Reimbursements**

* Meals and lodging shall not be reimbursed for time not dedicated to the University’s project.
* Alcoholic beverages and any associated tips or gratuities are not reimbursable expenses.

**D. Overnight Travel for PSPs located within Texas, but not located within 50 miles of the Project Site**

* If project is funded by state or federal funds\*, reimbursements are limited by the General Services Administration federal per diem tables, which are updated annually on October 1st by the federal government. Reimbursements for travel to a project site in a county that is not listed in the federal rate tables are limited to actual expenses not to exceed $149\*\*, of which meals can be up to $55\*\* per day.
* If project is funded by local funds\*, the limit for reimbursement for actual meals and lodging is $260\*\* per day. If meal expenses exceed $51\*\* per day, itemized meal receipts and a written explanation must be submitted.

**E. Overnight Travel for PSPs located outside of Texas**

* If project is funded by state or federal funds\*, reimbursements are limited by the General Services Administration federal per diem tables, which are updated annually on October 1st by the federal government. Reimbursements for travel to a project site in a county that is not listed in the federal rate tables are limited to actual expenses not to exceed $149\*\*, of which meals can be up to $55\*\* per day.
* If project is funded by local funds\*, the limit for reimbursement for actual meals and lodging is $375\*\* per day. If meal expenses exceed $51\*\* per day, itemized meal receipts and a written explanation must be submitted.

**F. Travel Outside of the Continental US**

* In the unlikely event a PSP is requested to travel outside of the US as a part of professional services on a project, reimbursements for meals and lodging are limited to the actual expenses not to exceed $425\*\* per day. If meal expenses exceed $51\*\* per day, itemized meal receipts and a written explanation must be submitted.
* All expenses must be converted to US dollars, and the exchange rate must be noted including the source and date.

***Notes:***

\*source of funds information may be requested from the project manager or owner’s designated representative

\*\* These rates may be periodically updated by the University.

PMCS appreciates your consideration of these very important requirements.