



TEXAS J

Regional Advisory Council

Standard Operating Procedure

SOP Title:	Travel Reimbursement
SOP NUMBER:	JRAC 1001
SOP EFFECTIVE DATE:	7/08
SOP REVIEWED:	6/09; 1/10; 2/10; 3/10; 8/10; 7/11, 02/15
SOP REVISED:	6/09; 1/10; 2/10; 3/10; 8/10; 7/11, 02/15

SOP AUTHORITY STATEMENT:

The General Membership may authorize any Officer or agent of the Organization to enter into a contract or execute and deliver any instrument in the name of and on behalf of the Organization. This authority may be limited to a specific contract or instrument or it may extend to any number and type of possible contracts and instruments.

OPERATING PROCEDURE:

Definition:

1. Travel is defined as the cost of transportation, lodging, meals and related expenses incurred by employees of the organization while performing duties relevant to the proposed project. Where meals are furnished without charge or at a nominal cost (e.g., as part of the registration fee), the proposed per diem or subsistence allowance must take this into consideration and be adjusted accordingly.
 - 1.1. Travel costs related to the general administration of an organization (that are deemed to be allowable in accordance with the applicable cost principles) should be allocated as indirect costs. This includes auto mileage paid to employees on the basis of a fixed mileage rate for the use of their personal vehicle.
 - 1.2. Costs related to client transportation, allowable travel costs of non-employees, and employee conference registration fees should be classified under the “Other” expense category.
 - 1.3. Travel costs incurred by a third party under contract should be included within the terms of the contract and be budgeted under the “Contractual” expense category.
 - 1.4. Travel advances should be recorded as prepaid expenses and not recorded as an expense until after the trip has been completed when actual expenses are known.

Purpose:

To standardize the reimbursement of expenses for Texas “J” Regional Advisory Council (TXJRAC) members and staff who are traveling on behalf of TXJRAC to RAC related functions.

Procedure:

1. Approval for all travel must be made by the Executive Board. Pre-approved travel includes GETAC meeting and TETAF meeting and travel for the TXJRAC employee to conduct normal business of the TXJRAC. Travel will be paid out of the appropriate allowable grant/account.
 - 1.1. Travel Request Form (attached to this document) is to be filled out, signed by traveler and sent to TXJRAC Office for processing within 30 days of travel. Expense reports (attached to this document) will be made for each trip. Each expense report will have a signature of approval from the Executive Board.
 - 1.2. Each TXJRAC member will complete an expense report if any travel has occurred. Expense reports should include all expenses including credit card charges and all original receipts with proof of purchase. Expense report will reflect reimbursement sources other than TXJRAC. Incomplete expense reports will be returned. All expense reports will have date of travel and purpose of travel. Request for reimbursement of mileage must be supported by a detailed record of point-to-point mileage and destination with odometer readings. A mileage log with mileage between each destination and dates of travel to each location must be kept and submitted with the expense report. If point-to-point mileage is not used, the traveler must submit a copy of mileage to destination using Bing, Google or MapQuest to show mileage. All expense reports should show which general ledger account to be charged (RAC, Tobacco, etc.)

Reimbursement:

1. Expenses eligible for reimbursement includes: lodging, mileage, airfare, car rental, parking, food and other miscellaneous expenses. No expenses (except mileage and meals) will be reimbursed without original receipts. Original receipts must be itemized and contain detailed billing information for all hotel charges, airline tickets (showing itinerary and costs), and all other expenses and a zero balance as proof of payment. A credit card receipt is not acceptable support for reimbursement of expenses.
 - 1.1. Mileage is at the IRS rate. For verification of mileage, please submit google map or mapquest documentation. See travel expense report for more required information.
 - 1.2. Per Diem for food maximum is at the GSA rate for time of year and location <http://www.gsa.gov/portal/category/100000>. Meals will be paid out of the appropriate grant or from unrestricted funds for which the travel occurred. Travel to and from destinations should include the GSA rate for travel days. Also one day travel should use the GSA partial day rate for meals.
 - 1.3. Lodging is at the GSA, DSHS or conference rate. Lodging costs in excess of \$180.00 per night requires prior approval from TXJRAC Chair.
2. The TXJRAC employee or designee does not need prior approval for travel. TXJRAC Chair does not need prior approval for travel. Any member that is a member of a GETAC Committee does not need prior approval for travel related to that committee. All other travel needs require prior approval from TXJRAC Executive Board. The funds to pay for travel will come out of the appropriate grants or unrestrictive funds.
3. All travel is approved with the treasurer's report at the next TXJRAC meeting.
4. All out of state travel to be reimbursed by DSHS must have DSHS approval prior to travel.



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Request

(Please fill out a separate request for each person or expense to request funds for; this form will be presented to the TXJAC Board for approval)

(Receipts will be required on equipment and travel (hotel) along with a TXJAC Expense report within 30 days after travel)

Type of request (travel, etc.):

Entity making request:

Person making request:

Travel:

Purpose of travel:

Location of travel and est. mileage (at IRS rate):

Hotel amount and number of days:

Meals (GSA rate):

Other: