

REVISION LOG

Revision Number	Approved Date	Description of Changes
1	12/22/1992	Initial version (04.02.01 – Travel) [Originally a Policy and a Procedure]
2	06/07/2000	Applied revised MAPP template. Integrated Policy and Procedure into one document. MAPP number changed to 04.02.01A; title change to Travel Paid from State-Appropriated Funds. All sections rewritten to emphasize state-appropriated funding. Added Addendums A, B, C, D, and E
3	08/12/2002	Texas Building and Procurement Commission (TBPC) replaced General Services Commission (GSC) throughout document. Added web addresses for various forms referenced in document. Removed information on Governor's Approval of Foreign Travel information throughout document. Inserted PeopleSoft Voucher information as applicable. Added information to Reimbursement rules for out-of-state meals and lodging. Removed Section XIV, Addendum D, and Addendum E
4	10/25/2004	Added University Central Bill Account (CBA) to Section III. Travel requests approved by signing/printing document or e-mail message. Updated web sites throughout document. Updated documentation in Section IX and XII. Removed Addendum C
5	07/28/2005	Applied revised MAPP template. Updated web sites throughout document. Rewrote Section XII
6	02/28/2006	Applied revised MAPP template
7	04/07/2008	Replaced TBPC with State of Texas Comptroller of Public Accounts (CPA) throughout document. Added websites for forms cited in Section III and throughout text. Removed University Central Bill Account (CBA) from Section III and replaced with Department Travel Card throughout documentation. Removed Section IX. Updated deadline information for submission of travel vouchers. Removed Addendum B and Addendum label for Travel Voucher example
Interim	01/13/2010	Interim publication. Added information to Section IV.C on foreign travel and specific prior approval. Updated information in Sections VI, VII and IX. Removed Travel Voucher example and Index terms

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8	02/07/2012	Applied revised MAPP template and added new revision log. All changes from Interim publication (Revision 8) included, plus addition of Lodging in Section III and additional documentation for Official Mileage. Added Export Controls documentation to Section VI. Added Fly America Act information to Section VII.C. Deleted references to \$36/day for meals and \$85/day for lodging in Texas, since there are no set limits for per diem effective September 1, 2011; all per diem amounts are based on the GSA web site. Updated web site locations throughout document
9	04/27/2012	For State fund travel within the continental US – Must stay within the federal meal per diem (M&IE) for the destination and no meal receipts required. For State fund travel outside the continental US – Meals and lodging combined cannot exceed the greater of \$350/day or the federal combined per diem for the destination. Meal receipts are not required as long as meal expenses do not exceed the daily meal per diem (M&IE) for the destination. If meal expenses exceed the meal per diem for one day, meal receipts are required for every day of the trip. Removed requirement for a daily itinerary (post-trip report) for domestic travel. Added Section X.E, indicating that those employees with travel reimbursements that exceed \$10,000 in the prior fiscal year will be subject to an automatic audit of travel made during the current fiscal year. In addition, vice presidents and deans will be subject to an automatic audit of travel regardless of their travel amounts. In Section IV.B.9, documented that faculty member reimbursement must be approved by their academic supervisor, regardless of funding source, per Internal Audit Report AR2012-17
10	04/29/2013	Included redlines to Section IV.B on the revised Travel Request and the documentation needed to accompany it. Added information regarding travel payments and accountable plan rules throughout the procedure. Added Section XI on combining business and personal travel, both in the United States and outside of the United States. In Section XII.C on the Travel Voucher/Travel Card, included information on all documentation (including receipts, invoices, and itineraries) needed to complete processing

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11	03/23/2018	<p>Added the following definitions to Section III: Concur, Concur Travel Request, Concur Expense Report, Concur Travel; removed Travel Coordinator, Travel Request, and Travel Voucher. Added clarification to Section III.H on Days Spent on Business Activities. Updated Section III.K, indicating the Export Controls and Travel Embargo Form must be attached to the Concur Travel Request. Revised Section III.O on Official Mileage to reflect current operating practices. For Section III.S, the Travel Exemption Certification Form must be attached to the applicable Concur Expense Report. Extensively revised Section IV to indicate the new process for Advanced Approval of Travel in Concur. Updated link location for Export Controls and Travel Embargo Form in Section VI.A. Removed Section VII.C on Fly America Act. Replaced the Travel Coordinator with AP Travel in Section VIII.B. In Section IX.A on Airfare, documented the university will not pay for any upgrades or additional fees. In Section X on Travel Reimbursements, all reimbursements are processed through Concur, and will be paid no later than the 45th day after submission in Concur. Changed submittal date from 60 days to 45 days in Section X.C.1 for submittal to the Comptroller. Added an itemized receipt for overnight meals for prospective employees in Section X.D.6. Extensively updated Section XII on completing the Concur Expense Report. Updated titles and links as applicable</p>
12	11/14/2018	<p>In Section X.C.1, changed the deadline for reimbursement from 45 days to 60 days after travel is completed. Also changed the request to Accounts Payable from 45 to 60 days. Reimbursement payments must be issued no later than 45 days after completed Expense Reports are submitted by employees</p>