

## **C.02.09.01 (Procedure) Employee Travel Expense Reimbursement**

Responsible Department: Vice Chancellor for Finance and Administration

Based on Board Policy: [C.02.09](#) – Employee Travel Expense Reimbursement

Approved: 8-18-09

Last Amended: 07-2009, 08-29-25

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### **PURPOSE**

This procedure is provided as a guide for eligible Alamo Colleges District (ACD) travelers (employees, including employees who travel with students) and their supervisors/department heads for planning official ACD business travel. An eligible traveler is defined as any employee directly paid through an ACD funding source and not through a third-party temporary agency/service.

All employees must do the following:

1. Verify that the traveler has departmental approval and departmental budget has adequate funds available before making arrangements;
2. Carefully plan their trips in advance (at least one month in advance if possible); and
3. Make cost-effective arrangements that will accomplish the purpose of the trip.

Alamo Colleges District reimburses for ordinary, necessary, and reasonable business expenses that have a “bona fide” ACD business purpose. Internal Revenue Service (IRS) Publication 463 states that a bona fide business purpose exists if you can prove a real business purpose for the individual’s presence.

This procedure applies to all ACD-related travel expenses regardless of funding source. If a grantor specifies in writing a more restrictive policy, those terms and rates will apply. Excessive or unnecessary expenses will not be reimbursed. All travel arrangements should be made using the most cost-efficient method available, as well as exercising care to avoid impropriety or the appearance of impropriety.

Unauthorized travel expenses are the sole responsibility of the employee and if purchased with a Procurement Card (P-Card), the employee will be required to reimburse ACD.

ACD is a public institution. As such, all expense records, regardless of fund source, are open to the public for review under The Texas Public Information Act regulations.

### **I. RESPONSIBILITIES**

#### **A. Employee (Traveler)**

1. Employees are responsible for reviewing and understanding these procedures. Any transaction submitted without proper documentation, or a valid business purpose may be questioned and denied for payment or reimbursement, and/or could be treated as taxable income.
2. The employee attests that expenses submitted for reimbursement have not been previously paid through a prior submitted Travel Expense Statement, P-Card transaction, Travel Advance, outside agency, or other third party.

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### **3. Travel Documentation Submission Guidelines:**

- a. All travel-related documentation must be submitted within ten (10) business days of the return date.
  - b. If a travel advance is issued, all related forms and travel expenses must be submitted within ten (10) business days of return.
  - c. If return of funds is required, it must be completed within five (5) business days of return.
4. Year-End Expenses: Business expenses submission (including travel expenses) for fiscal year-end reporting must be submitted no later than seven (7) days after the fiscal year-end closing date of the fiscal year (August 31).
  5. The employee is accountable for ensuring all expenses are in accordance with this procedure even if the individual delegates responsibility for the Concur Travel Expense Report submission to an assistant.

### **B. Authorizer/Approver**

1. Employees authorized to approve travel expenditures are responsible for familiarizing themselves with and administering travel procedures and to attest that the purpose of the expense is valid and directly related to ACD business.
2. Request further documentation or explanation for expenses that appear to be excessive or unusual in relation to the nature of business travel. Explanation of such expenses must be included in the Concur Travel Expense Report.

### **C. Finance and Fiscal Services (FFS)**

FFS is responsible for final review of Concur Travel Expense Reports to verify that expenses are reasonable and meet the following criteria:

1. Expenses have been reviewed/approved by the appropriate approver.
2. Expenses have been reviewed for compliance with District Policies and Procedures and IRS requirements.

## **II. TRAVEL AUTHORIZATION**

- A. A Travel Authorization Form (TAF) must be completed and approved in advance of the travel by the employee(s) authorized to approve an employee's travel expenses. (Note that individual Colleges and Vice Chancellor Departments may have other pre-approval procedures that are required of the employee. Those procedures should be followed and resulting documentation attached to the TAF. The TAF with attachments will be uploaded to the Concur Travel Expense Report.)

The TAF is also a tool to assist the employee and the approving authority in planning productive, cost-effective business travel:

1. TAF is a Dynamic Form available on the ACES Employee Site in the FFS/FPA Online Forms and Systems Card.

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2. The TAF must include all projected expenses related to the travel, including prepaid expenses paid by the P-Card or Direct Pay, to facilitate and complete the planning and budgeting process.
  3. One TAF must be used for each trip. There are very limited exceptions to this provision for specific positions within ACD. Exceptions to the one TAF requirement must be approved by the Associate Vice Chancellor for Finance and Fiscal Services prior to any travel.
  4. For changes after approval has been obtained, the employee must request the approving authority to initial the acceptance of the necessary adjustments.
- B.** In-State travel must have the appropriate Dean's, Director's or Associate Vice Chancellor's written approval.
- C.** Out-of-State travel must have the appropriate written approvals:
1. Vice President or Associate Vice Chancellor approval of all administrators and staff under their respective divisions.
  2. President or Vice Chancellor approval of their direct reports including Vice Presidents, Associate Vice Chancellors, and other direct report staff.
  3. Chancellor approval of their direct reports including Presidents, Vice Chancellors, Associate Vice Chancellors, and other direct report staff.
- D.** International travel must have the Executive Director of International Program's & Chancellor's written approval.
- E.** Mileage between ACD locations does not require completion of a travel authorization form.

### **III. CASH ADVANCES**

- A.** Cash advances may be provided to employees who will be accompanying students on approved travel and employees attending out-of-town overnight meetings and conferences.
- B.** It is the responsibility of the employee to review all tickets and itineraries for accuracy prior to booking the travel and again upon receipt and to immediately report any discrepancies to the designated travel agency. An employee who will be accompanying students on student travel or employees may request cash advances for up to 75% of the estimated travel expenses that are not prepaid. Meals that will be provided on the trip are deducted from the expected total meal per diem amount. An employee who has a P-Card accompanying students is NOT eligible for a cash advance. Employees must do the following:
1. Fill out and obtain approval on all forms required by their college and attached those forms to a TAF through the Dynamic Form at least ten (10) business days prior to departure by the employee.

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Note that the initiation and submission of the Dynamic Form must take place prior to ten (10) business days to ensure the approval process can be completed prior to departure.

2. Once the TAF has gone through all the required approvals, the employee or their delegate will create a Concur Travel Expense Report attaching the approved TAF and other documentation to initiate the travel advance to the employees.
  3. Once the Concur Travel Expense Report is approved and sent to the Accounts Payable Office, the report will be reviewed and processed upon verification or request updates as necessary.
  4. Travel advances should be deposited into the employee's account three working days prior to departure date. The employee is responsible for verifying that the travel advance is approved through the Concur platform.
- C. Return any excess amount of travel advance funds within five (5) business days of the return date of the trip for reimbursable travel expenses that were less than the amount of the travel advance. Travel advances are returned through payment on the ACD MarketPlace Store. ([Travel Advance Repayment MarketPlace Store](#)) A copy of the ACD MarketPlace Store receipt must be attached with all supporting documentation when completing the Concur Travel Expense Report. Failure to return any unused travel advance funds will result in a payroll deduction for the full amount owed ACD.
- D. Complete and submit the Concur Travel Expense Report with all supporting documentation to be approved within ten (10) business days of returning from the trip. Failure to submit the Concur Travel Expense Report with appropriate documentation within the required timelines to Accounts Payable will result in a payroll deduction up to the full amount of the travel advance.
- E. If a payroll deduction is imposed due to noncompliance with travel advance requirements, the employee will forfeit all future travel advancements.

### **IV. ALLOWABLE EXPENSES**

#### **A. Registration/Meeting Fees**

There must be a direct relationship between the duties performed by the employee and the type of meeting to be attended. The responsibility for determining the relationship rests with the employee and the approving authority.

1. A registration fee, when paid by the ACD, is payable in advance through Direct Pay or P-Card to the sponsoring organization or its registration partner. "Early Bird" registration is encouraged because of the potential savings to the ACD. Payments paid by P-Card or Direct Pays must have a copy of the approved TAF attached to the Concur Travel Expense Report or Direct Pay form. Direct Pays must be received by the Accounts Payable office a minimum of one week prior to the registration deadline.
2. Optional Events: Many conferences offer optional events for an additional cost/fee. These optional events are at the personal expense of the employee.

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3. Documentation: Submit the conference agenda or schedule with the Concur Travel Expense Report. The conference agenda supports the trip's business purpose. The entire conference agenda does not need to be attached. The parts of the agenda needed for reimbursement are documentation that contains:

- Location of conference
- Dates of conference
- Conference schedule
- Meals provided
- Information pertaining to the employee's role at the conference, if speaking

#### **B. Air and Rail Fare**

1. After Travel Authorization is obtained, employees may purchase air or rail tickets through ACD's approved travel agency National Travel. See National Travel information at the end of this procedure.
2. If the travel agency is unable to book the travel, the employee may book through the Internet and apply for reimbursement after returning from the conference or purchase using the P-Card. The reason for not using the travel agency must be noted in the Concur Travel Expense Report Comments. The airfare/rail receipt and itinerary must be attached to the Concur Travel Expense Report.
3. Checked Baggage: Employees will be reimbursed for the first piece of checked baggage. Multiple checked baggage will be permitted only if it is a business necessity. Charges for overweight baggage will only be reimbursed when traveling with heavy or bulky materials or equipment required for the event.
4. Frequent Flyer Benefits: Employees may retain frequent flyer benefits if the program does not influence the flight selection and cause any incremental cost increase to the ACD. When unable to use the ACD travel agency, employees who purchase their own airline tickets via the Internet and request reimbursement must ensure that the cost of the flight is among the lowest fares available at the time the flight is booked. This may be done by providing printouts of Internet screens showing itineraries and prices for flights of three (3) airlines as of the day the travel was booked and must be included in the Concur Travel Expense Report.
5. Travel Upgrades/Miscellaneous Travel Options:
  - a. Domestic Travel: If an employee wishes to maximize comfort and convenience for domestic travel (i.e., utilize Business or First Class, premium seats, early seating, etc.), the employee must pay the difference between the lowest price coach class fare and the final fare. Appropriate documentation of such arrangements must be submitted with the Concur Travel Expense Report.

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If the upgrades were charged to a P-Card, documentation of the repayment to ACD through MarketPlace must be included in the Concur Travel Expense Report.

- b.** International Travel: Any upgrades in the class of travel/service for international flights that are six (6) hours or more one way must be approved by the employee's supervisor with subsequent final approval from the Chancellor. Approval will be based on specific factors such as the employee's health, trip agenda, and other relevant circumstances to be documented in the Concur Travel Expense report comments. Approval will also be based on compliance with state, local, and federal regulations governing international travel as adhered to by ACD.
- 6.** Commitment to Travel Arrangements: The employee must make a firm commitment to the travel arrangements. The cost of unused airline tickets purchased by the employee will not be reimbursed to the employee except in cases of emergency, with the written approval of the college President, Vice Chancellor, or Chancellor.
- 7.** Changes to Travel Arrangements: Fees for airline flight changes made during the travel period will not be reimbursed unless the employee submits documentation that demonstrates the change was unavoidable.
  - a.** Changes in commercial flight reservations by the airline.
  - b.** When changes in travel plans require either cancellation or revision of airline tickets, the designated travel agency is to be notified immediately so that alternate arrangements can be made. Unused airline tickets will continue to hold a value (minus an airline administrative fee), if cancellations or revisions are made prior to the originally scheduled departure.
  - c.** Changes to flight reservations while enroute, which do not require airfare changes, may be made directly with the participating airline. However, if a revised itinerary requires processing a fare change, the employee must contact the designated travel agency that originally issued the ticket.
- 8.** Additional Travel Days: Employees who intend to extend their travel for a day in order to take advantage of lower fares may be reimbursed for additional per diem and lodging expenses if the extended stay results in an overall reduction of expenses to the ACD, and it does not negatively impact the performance of the employee's duties. Documentation and a written explanation of the overall savings must be attached to the TAF.
- 9.** All prepaid charges made by the employee will not be reimbursed until after the trip.

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### **C. Vehicle**

#### **1. Car Rental**

Car rental expenses will be reimbursed only when it is more economical than transportation costs by taxi or ride sharing services.

- a. Employees should **decline** collision damage waiver coverage. No reimbursement will be made for this coverage. For a list of other non-reimbursable insurance expenses, see “NON-ALLOWABLE EXPENSES.”
- b. If an accident occurs and a claim is filed, the deductible will be paid by the employee’s department.
- c. Car rentals at locations other than San Antonio must be paid by the employee at the time of renting. P-Card holders may use their ACD P-Card for the rental payment.
- d. Gasoline and parking fees for rental cars are reimbursable with attached receipts.

#### **2. Driving vs. Flying**

- a. When an employee elects to drive to a meeting outside of Bexar County, but within the State of Texas, mileage will be reimbursed at the current mileage rate. Estimated mileage reimbursement should be listed on the TAF. Use Google Maps to substantiate the roundtrip mileage on the TAF.
- b. If a trip is 250 miles or more one way, the most economical means of travel is usually via air. This is the preferred method of travel unless there are other factors that make driving a better option for the department and employee.
- c. Flying is the preferred method of travel when traveling out-of-state. If the employee prefers to drive their personal vehicle, they will be required to provide justification for driving versus flying. The following additional documentation is required to justify driving versus flying and will need to be included in the TAF:
  - i. Obtain a round-trip airfare quote for the dates of travel.
  - ii. Use Google Maps to obtain the roundtrip mileage.
  - iii. Justification and approval to drive rather than fly.
- d. For travel less than 250 miles one way, employees may use their personal vehicle or a rental car for travel. The employee should compare the cost of mileage reimbursement or car rental costs vs. the cost of allowable airfare, plus any related local transportation expenses.
- e. Mileage for use of a personal vehicle will be reimbursed at the IRS mileage rate in effect at the time of travel.



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If an employee chooses to use their personal vehicle for the trip, additional costs for food or lodging incurred while driving are not reimbursable if they exceed reasonable expenses incurred for travel.

- f.** Travel via a privately-owned vehicle is authorized only if the owner of the vehicle has:
  - i.** Texas Driver's License;
  - ii.** Is insured under a policy of liability insurance complying with the Texas Motor Vehicle Safety Responsibility Act; and
  - iii.** The liability insurance of the owner of the vehicle and the driver of the vehicle provides primary coverage before any ACD coverage is obligated.
- g.** If an employee chooses to rent a car and the total cost (rental car and fuel expense) is anticipated to exceed the cost of using a personal vehicle (mileage reimbursement) or flying (airfare and related local transportation expenses), the employee should pay out-of-pocket for the rental car and fuel expense. Reimbursement will be the lesser of the mileage rate, airfare, and related transportation expenses or the combined rental car and fuel expense.
- h.** Reimbursable Mileage Examples (Outside Bexar County):

Home to Austin, TX (non-ACD location) to Home (assume 190 miles);  
employee workday commute = 10 miles round trip.

  - i.** Reimbursable on a workday: "Shortest distance mileage Home to Austin to Home" LESS normal employee commute (190 miles less 10 miles or 180 miles in this example).
  - ii.** Reimbursable on a non-workday, i.e. Sunday: no reduction for normal commute (i.e. 190 miles in this example).

### **3. Local Mileage**

Reimbursed local business mileage for traveling via privately owned vehicle should be submitted with a Concur Travel Expense Report.

- a.** Business mileage reimbursements will be paid at the IRS standard mileage rate in effect at the time of travel.
- b.** Mileage is payable to only one individual when two or more eligible employees are traveling in the same vehicle. When two or more employees travel together, only the owner of the personal vehicle will be paid the mileage allowance. The use of carpooling is strongly encouraged whenever two or more employees travel to the same event.
- c.** Reimbursement will be based on the round-trip daily mileage LESS normal commute. Mileage is measured by the shortest highway distance from the employee's headquarters or home and the meeting destination, including intermediate points at which official ACD business is conducted.



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- d. The employee's commute is never reimbursable. Commute is defined as mileage between home and headquarters.
- e. Mileage for teaching assignments at alternate ACD work locations do not qualify for mileage reimbursement unless directed by management and approved in advance by the President or Chancellor.
- f. When traveling by air, mileage in excess of an employee's normal commute will be reimbursed from the employee's home to the airport or from their headquarters to the airport on a workday. If traveling on a non-workday, mileage from the employee's home to the airport will be reimbursed.
- g. Requests for local mileage reimbursements should be submitted before the end of the following month. Travel periods should not exceed one month. Reimbursement requests older than one month require President or Vice Chancellor approval. Requests older than 3 months will not be processed.
- h. Reimbursable Mileage Examples (local):
  - i. Home TO your Headquarters TO Other ACD location TO Headquarters TO Home Reimbursable: Mileage from Headquarters to other ACD location and back would be reimbursed.
  - ii. Home to ACD site to Headquarters to Home. Total Mileage would be calculated, and the normal round-trip commute would be deducted.

#### **4. Ground Transportation**

Ground transportation includes shuttles, taxis, buses, ride-sharing services, and rental vehicles. Ground transportation for travel between the meeting destination airport and the place of lodging on the departure and return days, and between the place of lodging and the meeting location to attend meeting sessions, is reimbursable. Taxi, UBER, Lyft or other ride-sharing expenses for transportation to and from the San Antonio Airport is reimbursable with receipts.

- a. For business travel in a destination city to/from a hotel, conference, or other business point, employees may be reimbursed for actual expenses for the most cost-effective, appropriate method of ground transportation, such as taxi, Uber, Lyft, shuttles, or other public transportation.
- b. Tips for the methods of transportation listed in a. above are allowable up to 15% of the cost of the ground transportation.
- c. Car rental and fuel for travel in a destination city may be allowed only if it is documented that this is the most cost-effective, appropriate method of transportation and approved prior to travel. Standard economy vehicles are allowed. Any upgrades will be at the employee's personal expense.
- d. Fuel reimbursement is only allowed for rental vehicles or the use of ACD-owned vehicles.

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- e. Parking expenses incurred while traveling for business are allowable. Valet parking is not allowed unless appropriate justification is provided. Examples of limited exceptions are when no other safe option exists, or a condition is documented in the employee's file with HR/Benefits.
- f. Tolls incurred while traveling for business are allowable. Receipts are required when requesting reimbursement.

#### **D. Lodging**

Lodging may be paid by the employee and reimbursed, or prepayments may be made using the P-Card. Prepayment is discouraged unless required or if a deposit is required for the reservation.

- 1. Employees should select the conference hotel or the most economically priced, suitable lodging closest to the conference/meeting/event location.
- 2. The employee is responsible for notifying the lodging establishment as specified in the agreement if prepaid lodging will be cancelled, and to seek a refund of the prepayment. Reimbursement by the employee of the prepayment may be requested by ACD.
- 3. Lodging costs will be reasonable and for a standard single room and will not be for a suite unless approved by the college President, Vice Chancellor or the Chancellor. If not staying in a conference hotel at the conference rate, provide the General Services Administration (GSA) rate (<https://www.gsa.gov/travel/plan-book/per-diem-rates>) to document the reasonableness of the nightly rate for the leader's consideration during the approval process.
- 4. Lodging for the night prior to and for the night the meeting ends will be paid if:
  - a. There is a valid business reason for the extra night(s).
  - b. The beginning and ending times of the meeting or event make it impracticable to travel on the first or last day of the event.
  - c. The extra night(s) stay is unavoidable (inclement weather, etc.).
- 5. Reimbursement may be denied if the employee is absent from the location of the meeting for reasons other than official ACD business.
- 6. Personal expenses will not be allowed and should not be submitted for reimbursement or charged on the P-Card. Personal expenses include, but are not limited to, movie rental, alcohol, laundry charges, gym expenses, and personal calls. Incidental expenses charged to the room are considered separately and not considered lodging expenses and are the responsibility of the employee and not reimbursable.
- 7. Reimbursement, prepayment, or purchase order issuance for the actual cost of lodging will be made under the following conditions:

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- a. Lodging expenses may not exceed the single room rate plus tax (with the exception of Texas State Occupancy Tax). Texas State Occupancy Tax will not be paid or reimbursed. Exemption certificates are available through Accounts Payable. For hotels within Texas, use of a Texas Hotel Occupancy Tax Exemption Certificate is required. All charges incurred for failure to utilize the form are the employee's responsibility.
  - b. Itemized receipts from the lodging establishment are required for reimbursement. Do not use online discount websites (i.e. Expedia, Hotwire, etc.) for booking hotel rooms as these companies do not provide itemized folios and do not guarantee refunds due to cancellations. ACD requires itemized receipts to verify all charges, taxes, and exemptions, and will not reimburse any out-of-pocket expenses by the employee using these types of websites.
8. Only Self-parking fees will be paid. ACD will not pay for optional valet parking. Valet parking is not allowed unless appropriate justification is provided. Examples of limited exceptions are when no other safe option exists, or a condition is documented in the employee's file with HR/Benefits.
9. Only commercial lodging establishments should be utilized. The rate should be the lowest rate appropriate, which may be the listed Government Rate.

### E. Meals and Incidental Expenses – Per Diem Travel Allowance

#### 1. Overnight

- a. The cost of meals, including tips, will be reimbursed for overnight travel based on the standard Continental United States Meal & Incidental Expenses (CONUS M&IE) per diem rate in effect at the time of travel based on the location of the conference. M&IE rates can be found on [GSA.gov](http://GSA.gov). **Receipts are not required.**
- b. Tips to wait staff, bell staff, porters, baggage handlers, and lodging staff **are included** in the M&IE (meals and incidental expenses) per diem rate and **will not be** reimbursed. All meals for overnight travel must be outside Bexar County.
- c. Whenever meals are provided at no additional cost to the employee (meals included in conference registration fees or provided by vendors or other external parties) the employee will not be entitled to any meal reimbursement (actual or per diem) for those meals. A copy of the conference brochure or detailed conference schedule must be provided for documentation of meals included in conference registration. The employee will use the M&IE rates for each breakfast, lunch, and dinner components. The Concur Travel Expense Report includes a per diem summary and all meals provided must be identified. Concur will then automatically adjust the per diem reimbursement.

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- d. Per diems will not be reimbursed for employees who arrive early or stay after the meeting concludes for personal reasons.
- e. Departure and Return Days for Overnight Travel:
  - i. Meals for the days that the employee departs and returns (first and last day of the trip) will be reimbursed at 75% of the applicable per diem rate. For example, if an employee leaves San Antonio on Wednesday morning and arrives at the destination on Wednesday afternoon, stays at the destination on Wednesday and Thursday nights, and returns on Friday, the meal reimbursement for the trip will be for one (1) full day at the per diem rate (Thursday) and two (2) days at the 75% rate for (Wednesday and Friday).
  - ii. Employees who arrive early or stay after the meeting concludes for personal reasons (approved in advance except in case of emergency) will be reimbursed as if they had departed on the first day of the meeting and returned on the last day of the meeting. For example, if an employee departs on Wednesday for a meeting that starts on Wednesday and ends on Friday, and the employee stays until Sunday for personal reasons, the employee will be reimbursed for one (1) full day at the per diem rate (Thursday) and two (2) days at the 75% rate for (Wednesday and Friday). No reimbursement for Saturday and Sunday will be provided.

#### **2. Non-Overnight**

- a. Out-of-town Travel: Employees with a non-overnight travel meeting greater than 10 hours total including travel time will be reimbursed for lunch at the M&IE rate unless lunch is provided at the event, meeting, or function attended. The agenda for event must be attached to the Concur Travel Expense Report.
- b. In-town Travel: In-town meals do not meet the qualifications of a travel or business meal. This includes meals purchased while attending in-town conferences or other work functions.

#### **F. Parking**

Actual long-term airport parking expense will be reimbursed for the official business days of the approved trip with receipt.

- 1. Employees who arrive early or stay after the meeting ends for personal reasons will be reimbursed as if they had departed on the first day of the meeting and returned on the last day of the meeting. For example, if a meeting starts on Wednesday and ends on Friday, and for personal reasons an employee departs early on Monday and returns on Sunday, airport parking expense will be reimbursed as if the employee had departed on Wednesday and returned on Friday.
- 2. These provisions apply to personal, ACD-owned, and rental vehicles.

#### **G. Foreign Exchange Transactions**

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The reimbursement of foreign currency transactions will be accepted as follows:

1. If the expense is charged to a credit card, use the bank's U.S. dollar conversion; or
2. If U.S. dollars are converted to foreign currency while traveling, evidence of the exchange rate as indicated on the foreign exchange receipt will be accepted; or
3. Use the retail foreign exchange rate for the date of the transaction per the Oanda exchange rate website: <http://www.oanda.com/convert/fxhistory> (from drop-down, choose "typical cash rate: +4%).

### **V. MISSING RECEIPTS**

If required receipts are lost, or are not available, the employee must submit a completed Missing Receipt Affidavit with the Concur Travel Expense Report to Accounts Payable. Submission of the affidavit does not guarantee reimbursement.

### **VI. LOST OR STOLEN PROPERTY**

- A. If an employee experiences stolen property owned by ACD, the employee is responsible for filing a police report with the local jurisdiction, immediately notifying their supervisor, and obtaining a copy of the police report. The police report is to be submitted to Inventory Control for asset inventory reconciliation.
- B. If an employee experiences lost property owned by ACD, the employee is responsible for notifying their supervisor and Inventory Control immediately.
- C. If an employee experiences lost or stolen personal property, ACD is not responsible for personal items and reimbursement for such items is unallowable. Employees are responsible for any personal items that are lost or stolen while traveling for business. Employees should exercise caution, particularly when visiting areas known for high rates of petty theft or other crimes. To that end, employees are expected to take reasonable precautions to safeguard their belongings and minimize risk. This includes, but is not limited to:
  1. Staying informed about high-crime areas prior to travel
  2. Keeping valuables secure and out of sight
  3. Utilizing hotel safes when available
  4. Reporting any incidents immediately to local authorities and to the appropriate company contact

### **VII. REIMBURSEMENT APPROVAL – CONCUR**

- A. Concur Travel Expense Report with supporting documentation is entered. Items required include:
  1. Approved Travel Authorization Form

### **C.02.09.01 (Procedure) Employee Travel Expense Reimbursement**

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2. Uploaded itemized receipts of payment
  3. Missing Receipt Affidavit (if needed)
  4. Per diem schedule completed
  5. Transportation expenses
  6. Mileage, if applicable
- B.** If the employee is entitled to claim any portion of his or her expenses from sources other than the ACD, the employee must identify the items that are eligible for reimbursement from other sources and, when possible, may not request reimbursement from ACD.
- C.** The responsibility for ensuring that reimbursement requests are not duplicated rests with the employee and the approving authority. Any amounts claimed and subsequently duplicatively reimbursed are to be paid to ACD through MarketPlace upon receipt. Example: Hotel room P-Card only portion of nights by another source, or air travel reimbursed by other source when ACD travel agency is used.
- D.** All travel reimbursements will be deposited into the employee's bank account if the employee has previously signed up for direct deposit. There will be no special handling of travel reimbursement checks.
- E.** Submission of false requests for reimbursement will subject the entire reimbursement to permanent rejection and may result in disciplinary action, up to and including termination.

### **VIII. NON-ALLOWABLE EXPENSES**

This list is not intended to be all inclusive, but to illustrate types of non-allowable expenses. Any exceptions will require the written approval of the Chancellor or their designee.

- A.** Reimbursement at rates over maximums allowed by this procedure.
- B.** Personal phone calls.
- C.** Gasoline, repairs, road service, towing and/or other charges related to an employee's personal vehicle.
- D.** Valet Parking.
- E.** Fees or other expenses related to traveler's checks.
- F.** Passports or passport photos required for foreign travel.

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- G.** Alcoholic beverages (typically funded through the Foundation).
- H.** Entertainment, unless included in the official conference/meeting registration fee.
- I.** Insurance on rental cars (e.g., collision, damage waiver, personal accident, safe trip, personal effects, etc.).
- J.** Personal expense items (e.g., movies, spas, health clubs, etc.).
- K.** Normal travel route deviation: If an employee deviates from the normal route of travel between the point of origin and the destination for personal reasons, expenses will not be allowed for that portion of the trip.
- L.** Non-employee travel expenses: If a non-employee accompanies an employee on official ACD travel, expenses incurred by or because of the non-employee shall not become an expense of the ACD.

### **IX. EXCEPTIONS**

Exceptions to this procedure must be pre-approved by the College President, District Vice Chancellor, or Chancellor and submitted in writing to the Accounts Payable Department describing the circumstances and business purposes that justify the exception. Additional approval from the AVC of Finance & Fiscal Services or designee may be required. Exceptions must always satisfy the requirement that the expense was actual, necessary and reasonable under the circumstances, and that reimbursement will not violate ACD policy or procedures.

- A.** Itemized receipts for exceptions are required.
- B.** Some exceptions when processed for payment may result in additions to the employee's W-2 form as taxable income.

### **TRAVEL DEFINITIONS**

For purposes of clarity, the following definitions will apply:

- Local travel is defined to include travel for which the destination is within Bexar County.
- In-state travel is defined to include travel for which the destination is outside Bexar County, but within the state of Texas.
- Out-of-state travel is defined to include travel for which the destination is outside of the state of Texas.



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- Domestic travel is defined to include travel for which the destination is within the 48 contiguous U.S. states, Alaska, Hawaii, as well as U.S. protectorates (American Samoa, Guam, Northern Mariana Islands, Puerto Rico, U.S. Virgin Islands).
- International travel is defined to include travel outside of the United States and its protectorates.
- College business travel is defined as including any travel paid for, through reimbursement out of an ACD account including grant and agency accounts. When travel is funded by a grant, contract, or sponsored program, the use of travel funds will be governed by the more restrictive of the grant, contract or College policies.

### **ADDITIONAL MATTERS/REMINDERS**

- All international travel authorizations must be pre-approved by the Executive Director of International Programs and the Chancellor.
- Travel advances are not permitted, unless it is directly for student travel.
- College employees are responsible for out-of-pocket expenses for both domestic and foreign travel and must request reimbursement via the Concur Travel Expense report using original detailed receipts with the exception of meals.
- In order to minimize institutional costs, good judgment should be used in deciding the number of employees representing one area or function who may travel on any single conveyance.
- Expenses attributable to personal travel, or spouse/companion travel are not reimbursable.
- Reimbursement is generally limited to actual cost of business-related expenses, except for mileage and per diem meal expense/incidentals. Separate meals may not be reimbursed when included in the price of a conference or other attended event, when offered enroute on a conveyance, or when included in the standard price of accommodations.
- Per diem is only allowed when in overnight travel status or when an in-state event exceeds 10 hours including travel time.
  - When a trip is changed or canceled the employee must notify the College's designated travel agency immediately. For airline tickets issued on a discounted fare, the airlines will generally not refund the cost of the ticket but may allow the value to be placed against future travel (minus an administrative fee) if the change

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is made prior to the initially scheduled departure date. Service fees incurred in the normal course of doing business are reimbursable. Fees incurred by the employee through negligence, personal choice, or carelessness of the employee are not reimbursable.

### **National Travel Information**

Office Hours: 8:00 am – 5:00 pm Monday – Friday Central Time

Email: [TXEducation@nationaltravelsystems.com](mailto:TXEducation@nationaltravelsystems.com)

24/7 Phone: 888-794-9270

### **Individual Travel**

Note: Unless it is an emergency, only call National Travel during normal business hours. Per their contract, any phone calls outside of normal business hours or on State of Texas official holidays will be forwarded to our emergency after hours service for a fee of \$20.99 per call/per employee.

Emails received outside of National Travel's normal business hours or on State of Texas official holidays will be answered next business day. **Please do not email emergency or time sensitive requests outside of normal business hours.**

The following information is needed for travel reservations:

Full Name as shown on Photo ID used for travel:

- Gender:
- Date of Birth:
- Date of Travel:
- Origination:
- Destination:
- Preferred Travel Times:

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### Group Travel

A Group, for air travel purposes, is defined as ten (10) or more passengers traveling together on the same flights.

Email all Group requests to: [groupair@nationaltravelsystems.com](mailto:groupair@nationaltravelsystems.com). Include the following information on all Group requests:

- Number of passengers (must be 10 or more to qualify as a Group).
- Dates of travel; for both departure and return (please include preferred times if any).
- Cities of departure and arrival.

### International Travel

Employees requesting international travel must follow all travel procedures set for local/domestic travel, such as submitting travel authorization forms and Concur Travel Expense reports, within the time frames specified in the aforementioned procedures.

International travel must be approved by respective Senior Leadership Team member and the Chancellor. **International travel must have the Executive Director of International Programs and Chancellor's written approval.**

International travel insurance must be coordinated with Risk Management.

As noted above, any upgrades from economy to economy-class or business class for international flights that are six (6) hours or more (one way) must be approved by the employee's supervisor with subsequent final approval from the Chancellor. Approval will be based on specific factors such as the employee's health, trip agenda, and other relevant circumstances to be documented in the Concur Travel Expense report comments. Approval will also be based on compliance with state, local, and federal regulations governing international travel as adhered to by ACD.

Use of College-issued technology must be coordinated with ITS.

***Employee must sign the International Travel Assumption of Risk and General Acknowledgement Employee form.***

### Exceptions

All requests for exceptions must be made in writing and approved by the appropriate SLT member in advance of making the travel arrangements. Exceptions should provide justification for the departure from the approved procedure.

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#### **Consequences for Non-compliance**

Failure to comply with the ACD Employee Travel Policy and Procedures may jeopardize an employee's reimbursement for travel expenses or may require repayment to ACD for non-compliant charges on a P-Card. Consequences for non-compliance may include, but are not limited to:

- Denial of reimbursement
- Suspension and/or permanent revocation of P-Card privileges
- Payroll deduction if non-compliant P-Card charges are not reimbursed prior to the close of the current fiscal year
- Mandatory re-training
- Revocation of travel privileges
- Disciplinary action in accordance with ACD policies and procedures up to and including termination of employment