JRSO Policy: Travel

Approved: January 14, 2016
Revised: January 1, 2019

General Policy Statement

This document is the Texas A&M Research Foundation JOIDES Resolution Science Operator (TAMRF JRSO) statement of travel policy on reimbursement of “allowable and reasonable” travel related expenses. This policy is applicable to travel in connection with IODP and/or JRSO activities where appropriate. Each traveler must be familiar with this policy prior to travel to ensure that costs incurred will be reimbursable. Expenses resulting from emergencies or circumstances not addressed in the JRSO Travel Policy or the Federal Travel Regulations (FTR) will be subject to approval by the JRSO Director or Department Manager. Travelers are strongly encouraged to book their travel through the JRSO Travel Office to avoid incurring unallowable expenses.

Travel Authorization

Travelers, with the exception of the Director, cannot authorize their own travel. Travel authorization mentioned herein will be delegated as follows:

- **IODP Managers**: travel for Managers is approved by the Director; in the absence of the Director, a Manager designated by the Director or the General Manager of Administrative Services can approve the travel.
- **All other personnel**: travel for all other personnel is approved by Managers or delegates of the appropriate department.

All travel by JRSO employees on official business must be approved in advance. The authorization for travel must be submitted and processed through Concur’s Travel Request module prior to the travel start date.

All travel performed for official JRSO business requires a completed and approved Travel Authorization/Advance Request submitted to the JRSO Travel Office. The travel authorization form is available from the Travel Office or can be downloaded from the IODP Intranet ([http://iodp.tamu.edu/travel/expenses.html](http://iodp.tamu.edu/travel/expenses.html)).

Travel Advances

Travelers may request that the Travel Office calculate an advance based on reasonably estimated allowable business expenses. Please note the following.

1. Travel advances will not be issued for amounts less than $100.00 or for a day trip unless unusual circumstances warrant an advance.
2. Travelers are encouraged to complete an Individual Direct Deposit Authorization Form for travel advances/reimbursements to be directly deposited into an individual’s checking account ([http://iodp.tamu.edu/travel/forms/ACH_Individual_Enrollment_Form.pdf](http://iodp.tamu.edu/travel/forms/ACH_Individual_Enrollment_Form.pdf)). Submit the direct deposit form to the JRSO Travel office for processing.
3. Advanced funds for a canceled trip must be returned immediately. The advance cannot be used for subsequent trips.
4. IRS regulations prohibit issuing travel advances more than 30 days prior to date of official travel.
5. Travel advance requests will normally be denied if an advance from a previous trip is outstanding.

All expenses must be adequately accounted for within 90 days or the expenses will be reported as taxable income to the employee. This policy has been implemented to meet the “reasonable period of time” in the IRS accountable plan.
Reimbursement of Travel Expenses

Allowable travel expenses paid by the traveler will be reimbursed according to the TAMRF-JRSO policy when submitted on a Travel Expense Account form with the required receipts.

For SeaFlex employees, the JRSO Travel Office will use the employee’s home base address provided from JRSO Human Resources to establish allowable travel expenses.

The traveler will be notified if the final expense account reconciliation results in a reimbursement other than the original amount submitted.

Personal Travel/Routing Taken in Conjunction with Business Travel

Personal travel may be booked with the business portion with Supervisor approval. The specific personal travel dates must be indicated on the Travel Authorization/Advance Request and the Travel Expense Account forms. The following will be applicable in determining the traveler’s “allowable business” cost.

1. The Travel Office will produce an “allowable itinerary” according to the traveler’s “official business.” This will govern reimbursement when the traveler’s personal routing differs from the official scheduled routing. Any additional expense (e.g., increase in airfare or additional nights lodging incurred as a result of the personal routing) must be paid by the traveler.

2. When traveling on JRSO business, employees are allowed a 1-night stay at their business destination upon arrival and a 1-night stay prior to departure unless the business itinerary (14 hours or greater) requires a rest period. If a travel itinerary includes personal travel immediately preceding or following a business event, a rest period may not apply. The number of nights allowed may vary depending upon the business itinerary and business need.

A. Lodging

US government lodging per diem rates are used when booking hotels. When these rates cannot be obtained, TAMRF-JRSO will allow without justification a maximum rate of $250.00/night (taxes excluded). Costs for lodging shall not generally exceed the maximum rate of $250.00/night or the published federal rate, whichever is higher. Reimbursement will not exceed 300% of the federal rate under any circumstance.

Staying at hotels where meetings are held: a traveler may stay at a hotel where his/her meeting is being held even if the rate exceeds the maximum hotel rate (up to the limits described above). A notation must be made on the expense voucher that the traveler stayed in the meeting hotel.

The cost of a day room or access to a travel lounge is permitted when there is a mandatory layover by the airlines of 6 hours or more. The cost for the room may not exceed the maximum rate for lodging ($250.00 or federal rate, if higher).

Itemized hotel receipts are required. A credit card statement or hotel confirmation cannot be accepted in lieu of the itemized hotel receipt. Please note the following:

1. If receipts have been lost or destroyed, the traveler must obtain a duplicate receipt.

2. Hotel receipts reflecting foreign currency will be converted according to the currency exchange rate in effect at the time of travel obtained from the OANDA website or according to the traveler’s credit card or bank statement that reflects the actual US amount billed.

3. It is the traveler’s responsibility to ensure that lodging reservations are canceled if travel plans change. The traveler must notify the Travel Office or the hotel directly to cancel reservations or be held personally responsible for any cancellation fee.

4. When traveling on JRSO business, employees are allowed a 1-night stay at their business destination upon arrival and a 1-night stay prior to departure unless the business itinerary (14 hours or greater) requires a rest period. If a travel itinerary includes personal travel immediately preceding or following a business event, a rest
period may not apply. The number of nights allowed may vary depending upon the business itinerary and business need.

**Note:** Employees of TAMU/TAMUS are entitled to an exemption from Texas state hotel occupancy taxes. In order to advantage of this, the traveler must present an exemption certificate at the time of check-in. The form is available at [http://www.window.state.tx.us/taxinfo/taxforms/12-302.pdf](http://www.window.state.tx.us/taxinfo/taxforms/12-302.pdf).

### B. Meals and Incidental Expenses

If the employee’s travel status is more than 12 hours, meals and incidental expenses (M&IE) are reimbursed on the **Per Diem Method** according to the federally approved rates for the travel destination. Per diem expenses are not reimbursed if official travel is 12 hours or less.

**Definitions**

Federal Travel Regulations, Chapter 3, Part 003 ([https://www.gsa.gov/cdnstatic/FTR_Amendments_Through_2018-01.pdf](https://www.gsa.gov/cdnstatic/FTR_Amendments_Through_2018-01.pdf)) defines the following terms:

- **Meals**: Expenses for breakfast, lunch, dinner, and related tips and taxes (specifically excluded are alcoholic beverage and entertainment expenses, and any expenses incurred for other persons).
- **Incidental expenses**: Fees and tips given to porters, baggage carriers, hotel staff, and staff on ships. In addition to the previous, incidental expenses for foreign travel also cover laundry/clothing cleaning.

**M&IE Rates**

Expedition travel per diem calculations will be based on embarking/disembarking city locations and the time the traveler boarded the ship and came ashore. Some meal rates for frequently traveled US cities, postcruise meeting locations, and port call locations are listed at [http://iodp.tamu.edu/travel/perdiem.html](http://iodp.tamu.edu/travel/perdiem.html). Contact the JRSO Travel Office for per diem rates that apply to your travel.

- **Per diem rates for Alaska, Hawaii, and US Territories and Possessions are set by the Department of Defense (DOD)** ([https://www.defensetravel.dod.mil/site/perdiemCalc.cfm](https://www.defensetravel.dod.mil/site/perdiemCalc.cfm)).
- **Per diem rates for foreign travel including Mexico and Canada are set by the US Department of State (DOS) Office of Allowances** ([https://aaprols.state.gov/content.asp?content_id=184&menu_id=78](https://aaprols.state.gov/content.asp?content_id=184&menu_id=78)).

**M&IE Allowances**

Travelers may receive M&IE per diem not to exceed 75% of the approved rates for in-state, out-of-state, or foreign travel for the first and last days of travel. For travel dates in between, per diem may be paid at 100% of the approved US GSA, DOD, or DOS rates.

To qualify for per diem reimbursement when travel status is 12–24 hours, travel must include an overnight stay.

<table>
<thead>
<tr>
<th>When travel status is</th>
<th>Your allowance is</th>
</tr>
</thead>
<tbody>
<tr>
<td>&lt;12 hours</td>
<td>No M&amp;IE allowance</td>
</tr>
<tr>
<td>12–24 hours</td>
<td>75% of applicable M&amp;IE rate, if overnight stay</td>
</tr>
<tr>
<td>&gt;24 hours</td>
<td>Day of departure: 75% of applicable M&amp;IE rate</td>
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<tr>
<td></td>
<td>Full days in travel status: 100% of applicable M&amp;IE rate</td>
</tr>
<tr>
<td></td>
<td>Last day in travel status: 75% of applicable M&amp;IE rate</td>
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</tbody>
</table>

*Note: on per diem days, per diem will not be paid for a meal when available on board ship or when included in the registration fee, all-inclusive resort/hotel rate, or other mandatory fee.*
M&IE Reimbursement Examples

Scenario (>24 hours): Traveler departs College Station on 10 August at 5 a.m. and flies to Washington D.C. Traveler returns home on 13 August at 9 a.m. M&IE for Washington D.C. is $69.

<table>
<thead>
<tr>
<th>Depart College Station</th>
<th>8/10/18</th>
<th>75% of $69</th>
<th>51.75</th>
</tr>
</thead>
<tbody>
<tr>
<td>Washington DC</td>
<td>8/11/18</td>
<td>100% of $69</td>
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</tr>
<tr>
<td>Washington DC</td>
<td>8/12/18</td>
<td>100% of $69</td>
<td>69.00</td>
</tr>
<tr>
<td>Travel back home</td>
<td>8/13/18</td>
<td>75% of $69</td>
<td>51.75</td>
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Elapsed Time Reimbursement

When travel crosses the International Date Line, M&IE reimbursements are calculated using the Actual Elapsed Time method (FTR 301-11.19) rather than travel days. A tool for calculating elapsed time can be found at https://www.timeanddate.com/time/travel.html.

To calculate the number of hours between the traveler’s departure time from home to their arrival time boarding the ship, subtract the departure time from the arrival time.

Example of Elapsed Time Reimbursement:

Employee departs home in College Station on 27 September at 04:00 local time. Their flight departs at 07:00 from College Station. Employee arrives in Hong Kong on 28 September after a 22-hour set of flights and reports to the ship at 12:00 local time on 30 September after a rest day. Elapsed time is 04:00 27 September to 23:00 29 September, or 67 hours. The employee may receive 3 days of per diem at 75%, 100%, and 100%, respectively.

Please note that when a meal is provided, a deduction must be made from the applicable per diem rate for the applicable city.

C. Transportation

1. Air Transportation

Air transportation should be arranged through the JRSO Travel Office to reduce the risk of incurring personal liability for unallowable costs. A traveler who elects to purchase their own airline ticket must satisfy the receipt requirement (i.e., an airline electronic ticket showing itinerary, class of service, and the total airfare paid), and this documentation must be submitted with the travel expense voucher. The Travel Office will provide an “allowable itinerary” indicating the flight cost to determine the reimbursable cost to the traveler.
Rest Period
When scheduled flight time, including stopovers, exceeds 14 hours, a rest period not to exceed 24 hours prior to the beginning of official business may be allowed at the destination, with prior approval of the traveler’s Supervisor/Manager. A rest period may be granted at either the conclusion of an “outgoing” or a “return” flight.

Coach Class Seating Upgrades
Under coach class seating upgrade programs (e.g., Coach Elite, Coach Plus, Preferred Coach, Main Cabin Extra), the JRSO Travel Office may obtain, for a fee, a more desirable seat choice in the coach class cabin on a JRSO selected flight under the following conditions.

1. At time of ticket purchase, a window or aisle seat is not available and aisle/window/extended legroom seats are only available through purchase of an economy seat upgrade.

2. Pre-reserved seating is only available for last row, rear of the plane.

Ticket Changes/Unused Tickets
Any changes made to a JRSO purchased ticket must be made through the Travel Office. Unauthorized changes could result in additional airfare or change fees at the traveler’s expense. The traveler must notify the JRSO Travel Office of any unused flight segments for IODP credit processing.

Lost/Delayed Baggage
Purchase of personal items, luggage replacement, or any other associated cost due to lost/delayed baggage will be at the traveler’s expense and are not reimbursable. Purchase of work supply items due to lost baggage will be reimbursed when receipts are submitted.

Chartered, Personally Owned, or Rented Aircraft
Approval must be obtained before arrangements can be made to charter an aircraft. The only exception to obtaining approval is in the case of a medical emergency or supplying the JRSO ship. Arrangements for such use must be discussed with the JRSO Director or TAMRF-JRSO General Manager well in advance and must receive express prior written approval.

Note: University insurance coverage applies only if the pilot holds a commercial pilot’s license.

2. Ground Transportation
Ground transportation expenses will be reimbursed under the conditions in the following sections.

Personal Automobile
Use of a privately owned vehicle (POV) is reimbursable at the current IRS approved mileage rate, which can be found on the JRSO intranet under “Expense Account Reimbursement.” This rate includes expenses for vehicle maintenance, gas, and oil. Reimbursement for mileage cannot exceed the equivalent of economy airfare except under the following circumstances, when total mileage may be allowed. (In all cases below, an explanation must be noted by the traveler on the travel expense voucher.)

1. When a POV is required to transport official materials/equipment.

2. When several persons are traveling together on business (mileage may be reimbursed to the owner of the vehicle only—not accompanying persons).

3. When the POV is used for local transportation in lieu of a rental car at the official destination and the total mileage does not exceed the equivalent of allowable airfare, plus the cost of a midsize rental car.

4. Mileage will be allowed to and from the business location and to obtain meals when suitable meals cannot be obtained at or within walking distance of the place of lodging and/or business location. Appropriate documentation must be entered on the travel expense voucher.

Mileage reimbursement is based on travel by the most direct route between the departure and destination points. When mileage cannot easily be verified on Google Maps (e.g., traveling through various countries, field trips, etc.), a log must be kept of the mileage between points. Mileage will be calculated from the traveler’s residence to/from
the airport or business destination unless the traveler visits their headquarters en route. In this case, mileage will be calculated to and from the traveler’s headquarters.

Traveler use of a POV to travel to and or from a port call must obtain written approval from their Manager or Supervisor.

**Important Note Regarding Insurance Coverage**

Other than worker’s compensation, JRSO-TAMU/TAMRF will NOT be liable for any claims or deductibles should an accident occur when using a POV. We urge you to check with your individual coverage when using a POV for business purposes.

**Motorcycles**

The use of privately owned motorcycles is reimbursable at the current IRS approved mileage rate.

**Commercial Rental**

Car rentals should be arranged through the JRSO Travel Office to reduce the risk of incurring personal liability for unallowable costs. **The Travel Office will provide a confirmation of the car rental that will include an estimated total and an explanation of what coverage is provided in the rate.** Receipts must be submitted for reimbursement of car rental expenses. Rental vehicles should be used only when necessary to obtain economical or practical transportation (e.g., when it would cost more to travel by taxi, bus, etc.). Gasoline expenses incurred for official business use of the rental car are reimbursable. For a single expense of $75.00 or more, a receipt is required. Rental cars will not be authorized if the traveler is staying at the hotel where the meeting is held unless the hotel does not have food facilities on the premises and there is no suitable eating establishment within walking distance (or if the area surrounding the hotel is perceived unsafe in which to walk), or the rental car is used to transport several JRSO employees to the same destination. Deviations from the above policy need prior approval by the appropriate Manager or Supervisor and TAMRF-JRSO General Manager.

Use of a car larger than midsize will not be authorized unless (1) large equipment must be transported for official IODP business, (2) more than four program employees are traveling together on official business, or (3) documentation is provided showing the cost of larger than a midsize car was equal to or less than the cost of the midsize. The justification must be written on the Travel Authorization form before the Travel Office can book a car larger than midsize. The rental car receipt must show itemized costs. Upgrade charges are not allowable unless one of the above reasons apply. If the car is retained for personal leave days, the rental fee must be reimbursed proportionately to the business days.

**Important Notes about Rental Car Insurance**

- Reservations confirmed using a “state contracted rental car vendor” includes Collision Damage Waiver (CDW) or Loss/Damage Waiver (LDW). Reference the following: [http://www.window.state.tx.us/procurement/prog/stmp/stmp-rental-car-contract/general-rental-car-contact-information/#insurance](http://www.window.state.tx.us/procurement/prog/stmp/stmp-rental-car-contract/general-rental-car-contact-information/#insurance)

- When a non-state-contracted rental car vendor is used, the cost of CDW or Loss Damage Waiver (LDW) is reimbursable; however, the cost of Additional Liability Insurance (e.g., PAI or personal effects insurance) is NOT allowable except in foreign countries.

- Car rental agencies use different terminology when referring to car rental insurances or waivers. If uncertain about the nature of the waiver or insurance, ask the agent for an explanation to avoid incurring an unallowable expense.

- When leasing vehicles in foreign countries, it is advisable to purchase all available and reasonable levels of waivers and insurance including PAI.

**Taxicab, Limousine, Bus, Train**

Taxi, limousine, bus, and train fares must be itemized on the expense account form with the date and to/from locations. Limousine service from city to city will be used only when other practical means (e.g., train, bus) are not available or limousine service is more economical. Receipts are required for any single fare of $75.00 or more.
3. Other Transportation Expenses
Other reimbursable transportation expenses include, but may not be limited to, the following:
- Airport departure taxes.
- Parking and toll fees: A receipt is required for single expense of $75.00 or more. Parking fees are allowable except long-term parking or automobile storage for the duration of a JRSO cruise.

D. Communications
Costs incurred for “official project business” telecommunications/internet may be claimed under miscellaneous expenses.

E. Passports
Reimbursement for the cost incurred in obtaining or renewing a passport may be made to an employee who, in the regular course of his/her duties, is required to travel internationally for official JRSO business. The maximum allowable reimbursement will be the current cost of the allowable services at the time of the passport application. Expedited service and additional passport pages are allowable with the department Manager’s approval.

Note: Postage and/or mileage for obtaining/renewing a passport are not reimbursable.

F. Foreign Visas (Excluding U.S. Work Visas)
Reimbursement is provided for cost incurred for obtaining foreign visas when required for international travel associated with JRSO.

Note: Postage and/or mileage for obtaining a visa are reimbursable.

G. Miscellaneous
Receipts are required for any single expense over $75.00.
Examples of allowable miscellaneous expenses include but are not limited to the following:
1. Registration fees (for conferences, meetings, etc.).
2. Miscellaneous supplies (not office supplies).
3. Fees for traveler’s checks.
4. Special transportation and assistance for project equipment and materials.
5. Postage for official JRSO mail.
6. Tips: itemize miscellaneous tips. A reasonable tip is considered to be 15% of the expense (e.g., taxi fare). (Tips to food servers are included as part of the federal meal allowances, and porter/bellman service is covered under Incidental Expenses; these cannot be claimed as Miscellaneous expenses.)
7. Laundry/dry cleaning: allowed for domestic trips incurring a minimum of four consecutive nights of official travel inside the US. Outside the US, if the traveler claims the foreign meals and incidentals per diem, the traveler is not entitled to reimbursement, as the per diem includes these services.
8. Luggage check-in fee: allowable for 1 piece of luggage for trips lasting up to 5 days or 2 pieces of luggage for trips lasting more than 5 days. Note: JRSO does NOT allow reimbursement of an “overweight” fee imposed on luggage.
9. Foreign transaction/Currency exchange fees: when a loss is incurred in currency exchange, the loss may be claimed. The traveler must submit both receipts for the purchasing and selling of monies if the loss exceeds $75.00.

Unallowable Expenses

The following expenses are NOT reimbursable:
- Entertainment or social activity expenses
- Alcoholic beverages
- Traffic fines

Appendix I

State Travel Management Plan

Effective 2 November 1992, Texas A&M University initiated the new State Travel Management Plan (STMP). As part of this plan, the State of Texas negotiates contracts with travel industry vendors for reduced rates on car rentals, hotels/motels and airlines.

The contracts normally provide reduced rates for state employees (including JRSO/TAMRF employees) traveling on official state business. TAMRF encourages all JRSO employees traveling under TAMRF-administered contracts to utilize these reduced rates to the greatest extent practicable, when circumstances and other factors permit.

https://comptroller.texas.gov/purchasing/programs/travel-management/

Appendix II

Air Carrier Selection

All international travel financed by the US Government must be booked on US flag air carriers to the greatest extent possible. If a traveler arranges their own airline booking on a non-US air carrier, which is then submitted for reimbursement, they are required to attach a completed foreign carrier certification to their travel expense voucher. Failure to comply with this requirement will result in disallowance of cost incurred.

US air carrier service also includes service provided under a code shared agreement with a foreign air carrier in accordance with Title 14, Code of Federal Regulations, when the ticket, or documentation for an electronic ticket, identifies the US flag carrier’s designator code and fight number. If a US flag air carrier would not accomplish the mission of the program or any of the reasons below, a US air carrier is considered unavailable. This includes any segment of the initial booking and any subsequent changes while en route.

Exceptions to the “Fly America Act”

1. No US flag air carrier provides service on a particular leg of the route, in which case foreign air carrier service may be used, but only to or from the nearest interchange point on a usually traveled route to connect with US flag air carrier service; or
2. A US flag air carrier involuntarily reroutes your travel on a foreign air carrier; or
3. Service on a foreign air carrier would be 3 hours or less, and use of the US flag air carrier would at least double your en route travel time; or
4. When the costs of transportation are reimbursed in full by a third party, such as a foreign government, international agency, or other non-government organization; or

5. The transportation is provided under a bilateral or multilateral air transportation agreement (Open Skies Agreement) to which the US government and the government of a foreign country are parties, and which the Department of Transportation has determined meets the requirements of the Fly America Act.

For travel in categories below: When a US carrier is available, but all economy seats are sold out, and the trip cannot be postponed to wait for economy class, then travel should be booked in order of (1) business class, or (2) first class, before booking on a non-US carrier. If all fares on the preferred flight are sold out, and the trip cannot be postponed to wait for availability of a seat on a US air carrier, a non-US air carrier may then be used. Should either of these two situations occur, a justification should be written on the travel expense account explaining why the higher class of service was used, or a certification form must be attached to the payment document explaining the reason why it was necessary to use the non-US air carrier. **Cost savings is not an acceptable justification for using a foreign air carrier.**

**When Flying between the United States and Another Country**

1. If a US flag air carrier offers nonstop or direct service (no aircraft change) from your origin to your destination, you must use the US flag air carrier service unless such use would extend your travel time, including delay at origin, by 24 hours or more;

2. If a US flag air carrier does not offer nonstop or direct service (no aircraft change) between your origin and your destination, you must use a US flag air carrier on every portion of the route where it provides service unless, when compared to using a foreign air carrier, such use would:
   a) Increase the number of aircraft changes you must make outside of the US by two or more; or
   b) Extend your travel time by at least 6 hours or more; or
   c) Require a connecting time of 4 hours or more at an overseas interchange point.

**Travel Solely between points outside of the United States**

You must always use a US flag carrier when available for such travel, unless, when compared with using a foreign air carrier, such use would:

1. Increase the number of aircraft changes you must make en route by two or more; or
2. Extend your travel time by 6 hours or more; or
3. Require a connecting time of 4 hours or more at an overseas interchange point.

**Short-distance Travel Regardless of Origin and Destination**

For all short distance travel, regardless of origin and destination, use of a foreign carrier is permissible if the elapsed travel time on a scheduled flight from origin to destination airport by foreign carrier is three (3) hours or less and service by US carrier would double the travel time.

**Class of Service**

It is JRSO’s policy to book coach economy airfares for all domestic and international travel. The JRSO follows the US Federal Travel Regulations for medically required accommodations (Federal Travel Regulations (FTR): [www.gsa.gov/federaltravelregulation](http://www.gsa.gov/federaltravelregulation)). If space is not available in coach class on any scheduled flight in time to accomplish the purpose of the official travel, and the trip cannot be postponed to wait for availability in coach class, premium class airfare may be used. **Prior approval** (pre-booking) must be obtained from the appropriate Manager or Supervisor to use premium class airfares.

Travelers making their own reservations must contact the Travel Office before booking any reservations in premium class to confirm that coach class is not available. Failure to do so will result in a personal liability to the traveler for the premium class airfare. Travelers may use frequent-flyer benefits to upgrade to premium class.
More Information

JRSO Traveler’s Profile: https://iodp.tamu.edu/travel/forms/traveler_profile.pdf
Travel Authorization/Advance Request: https://iodp.tamu.edu/travel/forms/travauth_iform.pdf
Individual Direct Deposit Authorization Form: http://iodp.tamu.edu/travel/forms/ACH_Individual_Enrollment_Form.pdf
Travel Expense Account: https://iodp.tamu.edu/travel/forms/expense_iform.pdf
Texas hotel tax exemption form: http://www.window.state.tx.us/taxinfo/taxforms/12-302.pdf
Federal Travel Regulations (FTR): www.gsa.gov/federaltravelregulation
IRS/GSA Per Diem Calculator: https://www.perdiem101.com/calculator
Texas State contracted vendors: https://comptroller.texas.gov/purchasing/programs/travel-management/