Texas Higher Education Coordinating Board

Travel Reimbursement Guidelines for Tuning Oversight Council

Thank you for your willingness to contribute your time and expertise for the benefit of the Tuning Texas and Course Alignment Project administered by the Texas Higher Education Coordinating Board (THECB). Within certain budgetary restrictions and limits, grant support from Lumina Foundation for Education will allow us to reimburse approved travel expenses incurred by Tuning Oversight Council members in connection with service on the council and their respective advisory committees. To help us in making the best use of grant funds, your efforts at examining economic travel options will be appreciated. Please save all of your receipts; reimbursement for approved travel expenses will be issued by check from the College for All Texans Foundation within three weeks of your travel, after receipt of your reimbursement request form. When traveling on THECB business for the purposes of the Tuning and Course Alignment Project, we ask that you observe the following travel guidelines:

General:

1. Please keep original, **itemized** receipts for all allowable expenses associated with Tuning Oversight Council attendance. Itemized receipts are needed for submission to the College for All Texans Foundation for your reimbursement. You may submit your receipts one of the following ways: scan and email to sarah.rondinelli@thecb.state.tx.us, fax to Sarah's attention at (512) 427-6127, or send to Sarah's attention through the mail.
2. Please travel as though you were paying for everything yourself. The THECB has limited grant funding for this project, so we need everyone to stay within a tight budget.

Travel Arrangements:

3. Please make travel arrangements far enough ahead of time to get best rates on airfare. Select the **best economy fare available** on a low-cost airline (such Wanna Get Away Fare with Southwest Airlines). Cost should not exceed $500 for a single round-trip ticket.
4. **Ground travel will be reimbursed up to 500 miles roundtrip (250 miles one way). If you choose not to fly, it is strongly suggested that you rent a car, to save the mileage on your personal vehicle.** Any exceptions to this rule must be preapproved by Assistant Deputy Commissioner Mary E. Smith, the project coordinator.
5. If using your personal car, auto mileage will be reimbursed at the state rate of $0.50 per mile, subject to the limitations above. Exclusive of this, mileage between your place of work or residence and your airport (if flying) can be reimbursed at the same rate. **Please submit a Google or MapQuest route with specific addresses** (not just city to city) detailing your mileage for all such requests.
6. A rental car may be used for the round-trip between your out-of-town place of work or residence and Austin. Rental car costs will be reimbursed with original receipts up to a maximum of $38.50 per day (not including taxes) and cannot exceed two days in accordance with your business trip itinerary. Gasoline costs are reimbursed with original receipts.
7. Free shuttle service is available to and from the airport/hotel; therefore, **no reimbursement will be made for taxis or car rental if you fly unless the THECB asks that you travel to a third location**. Please call the Wyndham at 512-448-2444 to request the shuttle upon arrival at the Austin-Bergstrom airport. (Please note: This service is available to anyone coming to the

meetings whether or not a sleeping room was reserved.) A shuttle will have been requested to take participants back to the airport immediately following the conclusion of each meeting.

Lodging:

8. Sleeping rooms are blocked at the Wyndham Garden Hotel Woodward Conference Center, 3401 South IH 35, Austin, TX 78741, and Tuning meetings are held there. You will need to call 512-448-2444 or go online to www.wyndhamaustin.com. Click "Search using Group Code" (codes will be provided prior to each meeting via e-mail) to make your reservation using your credit card. The Wyndham offers free parking and free shuttle service to and from the airport as well as an onsite restaurant. If you choose to stay somewhere else, reimbursement will be capped at the $85 single occupancy rate. We cannot reimburse any additional charges, such as higher room rates or travel to and from the place of the meeting.
9. We can reimburse for **one night per meeting** only unless prior approval is received. You may choose to stay one additional night at the $85 rate at your own expense; otherwise, you are expected to make travel arrangements to get home the same day once the meeting has been completed. If you are unable to make travel arrangements for the day of the meeting, please notify Dr. Smith ahead of time for approval to stay an extra night. We are unable to reimburse pet fees, or any fees associated with having additional people in your room.
10. If you make a reservation for a room and then are unable to make it to the meeting, please cancel your reservation so that you are not charged. Reimbursement cannot be made for any expenses incurred if you are not in attendance at the meeting.

Meals:

11. No reimbursement will be made for meals that are provided during meetings. If you need a special type of meal, such as vegetarian, please notify Program Specialist Debbie Rodriguez or Administrative Assistant Sarah Rondinelli at the THECB ahead of time so that arrangements can be made.
12. Meals during travel, such as dinner the night before or after a meeting while traveling between Austin and your home, will be reimbursed up to $66 per day, with a strict breakdown of $12 for breakfast, $18 for lunch, and $36 for dinner http://www.gsa.gov/portal/content/101518. You must submit your **itemized receipt** showing the date, time, and location of the meal. **Reminder: we will not reimburse meals that we provide during the meeting (typically breakfast and lunch the day of the meeting).**
13. No reimbursement will be made for alcoholic beverages.

Traveling with Family Members:

14. If traveling with family members to the meetings, please remember that the THECB cannot reimburse for any expenses other than those of the council member. Please keep your itemized receipts separate from those of family members' expenses.

Again, thank you for your willingness to serve on the Tuning Oversight Council. Should you have any questions or concerns about these travel guidelines, please do not hesitate to contact us as follows:

- Debbie Rodriguez at debbie.rodriguez@thecb.state.tx.us or (512) 427-6547
- Sarah Rondinelli at sarah.rondinelli@thecb.state.tx.us or (512) 427-6314
- Mary Smith at mary.smith@thecb.state.tx.us or (512) 427-6213