



PRAIRIE VIEW A&M UNIVERSITY

A Member of the Texas A&M University System

September 7, 2023

OFFICE OF BUSINESS AFFAIRS MEMORANDUM FY 24-03

Distributed via Campus Email

TO: Faculty & Staff

FROM: Dr. Cynthia A. Carter-Horn 
Senior Vice President for Business Affairs & Chief Financial Officer

RE: Travel Procedures and Card Services Updates

Welcome to the 2024 Fiscal Year! As we embark on our new fiscal year, the following policy revisions and reminders are provided. The Travel and Payment Card Procedure Guides are available at www.pvamu.edu/pdsv/. All updates, changes, and services are effective September 1, 2023.

- **(NEW)** A Travel Itinerary Form is required by the State Comptroller's Office for travel on state funds and will soon be available on the Procurement and Disbursement Services - Travel Services website.
- International travel requests must be routed through Concur to obtain the required approvals at least 30 days before departure. The approval flow is:
 - System Risk, Ethics and Compliance
 - Export Controls Office
 - VP Business Affairs
- To facilitate best-value pricing, it is recommended that domestic travel requests be submitted a minimum of 15 days prior to the start of the trip for all travelers.
- Student travel must follow the procedures as outlined in PVAMU Rule 13.04.99.91 available at: [PVAMU Rule Student Travel 13.04.99.91](#)
- Flight reservations submitted in Concur without a fully approved travel request will be delayed and/or rejected.
- The General Service Administration (GSA) rate for meals is required to be noted on the travel request and expense report header. GSA rates are available at <https://www.gsa.gov/travel-resources>.
- A Higher Lodging Form is required for lodging over the GSA rate when travel is:
 - Above the GSA rate on state funding (1xxxx)accounts.
 - More than 2 times the GSA rate on local funds
 - More than 1.5 times the GSA on grant funds
- State Hotel Occupancy Tax is not allowable and must be removed or repaid to Treasury Services when lodging is in the State of Texas.
- Texas Motor Vehicle Tax is not allowable and must be removed or repaid to Treasury Services for in-state travel.

- Meal reimbursements are for the actual amount of the meal expense and are limited to the allowable rate for the destination of travel per GSA guidelines, with the exception of the first and last day of travel being limited to 75% of the posted rates.
- Travel expense reports are to be submitted within 15 days after the travel has ended. Outstanding expenses over 45 days will result in suspension of spending privileges.
- Out-of-pocket expenses that are not reconciled within 90 days are subject to the provisions of *IRS Safe Harbor Rules* and will be considered taxable income to the employee. Taxes applicable to the reimbursement will be deducted from the first payroll distribution after the report has been approved.
- The Concur mobile app has been updated and is a valuable mobile application that supports Concur expense reporting.
- Ensure all travel expenses are properly classified according to traveler type (employee, student, perspective, or participant).
- Travel/Payment card training is required for new card applicants, card renewals, and reinstatement after card suspension.
- **(NEW)** Payment card purchases above \$500 on state or local funds require Vendor Compliance Verification documentation. Vendor lookup from the website <https://fmcpcpa.cpa.state.tx.us/tpis/> must show the vendor was not on hold at the time of purchase. The search must be documented **before** the purchase is made. The verification will be dated and a copy of the vendor compliance verification result must be attached to the report along with the receipt.
- Travel purchases are not allowed on the Payment card.

The Disbursement Card Services training schedule:

- Travel Card Training, 2nd Wednesday, Zoom classroom, 10 am - 12 pm.
- Payment Card Training, 3rd Wednesday, Zoom Classroom, 2 pm - 4 pm.
- Individual sessions by appointment only: Zoom or Teams virtual meeting.
- Disbursement Services business process update sessions scheduled periodically throughout the year.

Training registration can be found on TrainTraq for the following courses:

- Travel Training Course ID: 2114520
- Payment Card Training Course ID: 2114519

If you have questions, please feel free to contact the Disbursement Services Office via email at travel@pvamu.edu or procard@pvamu.edu or call (936) 261-1736.

xc: Dr. Tomikia P. LeGrande, President
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