



IT/PPS 05.01.01, Reimbursement of Travel Overages  
Issue No. 1  
Effective Date 09/01/2002  
Reviewer: Executive Assistant

## **01. PURPOSE**

The purpose of this Policy and Procedure Statement (PPS) is to establish and implement a written internal process for the Information Technology Division that will govern the reimbursement of travel overages.

## **02. DEFINITIONS**

A travel overage is any expense incurred which exceeds the established State allowed rate as detailed on the Texas State University-San Marcos Travel Page (<http://www.vpfss.txstate.edu/acct/travel.html>.)

## **03. EXEMPTIONS**

Overages are exemptible expenses only under the following circumstances:

- a) Contract vendor or vendor within State price limits was not available in location that reasonably allowed business requirements to be fulfilled.
- b) Contract vendor or vendor within State price limits was unable to provide the required service because it was sold out or did not offer service to/in the city visited.
- c) Contract vendor or vendor within State price limits in city visited did not offer special considerations necessary for disabled individual.
- d) Use of contract vendor or vendor within State price limits presented a security, safety or health risk to the traveler.
- e) City pairs not on State airline contract.

## **04. PROCEDURE**

04.01 When an overage is noted prior to the trip, a memo is written justifying the overage and requesting approval for the exception. The memo should be from the Account Manager, via the Assistant Vice President, via the Vice President for Information Technology, to the Director of Accounting. When the memo is signed by all pertinent individuals within the Information Technology Division, a copy is sent with the travel application. Retain the original to submit as the cover sheet to the travel reimbursement form.

04.02 When an unexpected overage occurs while traveling, a memo is completed following the guidelines above and submitted as cover sheet to the travel reimbursement form.

04.03 Any overage must be charged to a non-E&G account, and must be listed as a separate item on the travel reimbursement form.

**05. MAJOR RESPONSIBILITIES ASSOCIATED WITH THIS PPS**

05.01 Major responsibilities for routine assignments associated with this PPS include the following:

<u>Positions</u>	<u>Section</u>	<u>Date</u>
Executive Assistant	All	Annually

Approved: \_\_\_\_\_  
Reviewer

Approved: \_\_\_\_\_  
Vice President for  
Information Technology