
TRAVEL

HOUSE ADMINISTRATION WEBSITE

The House Administration website, <http://haws> , provides members and staff with easy access to travel forms, examples and a wealth of travel related information. The travel section, located under the "Services" heading, provides access to the Travel Prior Approval form, which must be submitted online, the Travel Voucher form and Travel Voucher examples for members and staff. The Travel Resources page, located under the "Resources" heading, provides members and staff with access to travel related information and web links.

MEMBER TRAVEL - SESSION

Travel Between Austin and District

Members of the House shall be entitled to a per diem for Austin during the legislative session without filing a voucher for reimbursement. All transportation reimbursements must be filed by voucher.

Number of Trips Claimed

Each member will be entitled to reimbursement for one round trip per week between Austin and the member's district while the legislature is in session. The transportation expense for this round trip shall be paid from funds appropriated by the legislature from a House travel account. Members are allowed one extra trip per week to be charged to their monthly operating account. For those members residing outside the 250 mile radius of the Capitol, the transportation expense for the first trip taken each month that would otherwise be charged to their monthly operating account shall be paid from House travel account funds. Travel between Austin and the member's district does not require prior approval.

Constitutional Per Diem

Article III, Section 24a, of the Texas Constitution, establishes the Texas Ethics Commission to set the per diem rate for members

of the Legislature. This per diem will be paid automatically during a legislative session. Federal law requires that employment taxes be withheld from per diem payments for members residing within 50 miles of the Capitol. Employment taxes will not be withheld for members residing outside the 50 mile radius of the Capitol. (See PAYROLL/PERSONNEL for further information on Constitutional Per Diem.)

Transportation Reimbursement

Members may travel by personally owned auto and personally owned or leased aircraft and be reimbursed for mileage as specified in the "Official State Mileage Guide." If city to city mileage cannot be calculated using the Comptroller's "Official State Mileage Guide", the Rand McNally website, www.randmcnally.com , should be used to calculate the shortest distance between the departure address and the destination address. **No other online mileage tools may be used.** Members may travel by commercial airline and be reimbursed in an amount not to exceed the contracted airfare rate as established by Texas Procurement and Support Services division of the Comptroller's Office, under the same terms and conditions that apply to all state employees. See the State Travel Management Program website, www.window.state.tx.us/procurement/prog/stmp , for the terms and conditions. If a city is not listed as a contract rate, contact the House Accounting department. Reimbursement for commercial airfare will be allowed if the ticket was purchased with a State of Texas Individual MasterCard, through the State of Texas Central Billing Account or personally funded. The cost of tickets purchased using a campaign credit card or a credit card that is not personally paid by the traveler, cannot be reimbursed. Contact the Accounting Department travel desk for details regarding the State of Texas Individual MasterCard accounts. Members must attach a receipt to the travel voucher. A copy of the receipt, or a copy of the canceled check or credit card slip used to pay the transportation company may be attached to the member's travel voucher when the original receipt is lost. A statement on the voucher that the expense was incurred is not sufficient to authorize reimbursement of the expense. In the

event that members travel jointly, reimbursement for mileage shall be made only to the member providing the means of transportation.

In-State Travel

Committee Travel

Committee travel during the session which is to be charged to a committee account requires prior approval from the Chairman of the Committee on House Administration. The committee chair, or his/her designated alternate approver, shall electronically approve the prior approval travel form for any travel charged to the committee account. See Member Travel - Interim, In-State for reimbursable expenses.

Non-Committee Travel

Members will be allowed to claim in-district travel during the session provided it does not interfere with the member's duty to attend meetings of the legislature or committee meetings.

Travel within the member's district does not require prior approval. All other in-state travel during the Session, except for travel between Austin and the member's district, requires prior approval from the Chairman of the Committee on House Administration. See Member Travel - Interim, In-State for reimbursable expenses.

Transportation Reimbursement

Members may travel by personally owned auto and personally owned or leased aircraft and be reimbursed for mileage as specified in the "Official State Mileage Guide". If city to city mileage cannot be calculated using the Comptroller's "Official State Mileage Guide", the Rand McNally website, www.randmcnally.com, should be used to calculate the shortest distance between the departure address and the destination address. **No other online mileage tools may be used.** Members may travel by commercial airline and be reimbursed in an amount not to exceed the contracted airfare rate as

established by the Texas Procurement and Support Services division of the Comptroller's Office under the same terms and conditions that apply to all state employees. See the State Travel Management Program website, www.window.state.tx.us/procurement/prog/stmp , for the terms and conditions. If a city is not listed as a contract rate, contact the House Accounting department. Reimbursement for commercial airfare will be allowed if the ticket was purchased with a State of Texas Individual MasterCard Account, through the State of Texas Central Billing Account or personally funded. The cost of tickets purchased using a campaign credit card or a credit card that is not personally paid by the traveler, cannot be reimbursed. Contact the Accounting Department travel desk for details regarding the State of Texas Individual MasterCard accounts. Members must attach a receipt to the travel voucher. A copy of the receipt, or a copy of the canceled check or credit card slip used to pay the transportation company may be attached to the member's travel voucher when the original receipt is lost. A statement on the voucher that the expense was incurred is not sufficient to authorize reimbursement of the expense. In the event that members travel jointly, reimbursement for mileage shall be made only to the member providing the means of transportation.

Out-of-State Travel

Committee Travel

All out of state committee travel requires prior approval from the Chairman of the Committee on House Administration. The committee chair, or his/her designated alternate approver, shall electronically approve the prior approval travel form for any travel charged to the committee account. See Member Travel-Interim, Out-of-State for reimbursable expenses.

Non-Committee Travel

All out of state non-committee travel requires prior approval from the Chairman of the Committee on House Administration. In order to verify the currency exchange rate, all travel vouchers filed for the reimbursement of expenses incurred outside

of the United States, must be accompanied by a credit card statement that shows the expenses for which reimbursement is being requested. See Member Travel-Interim, Out-of-State for reimbursable expenses.

Transportation Reimbursement

Members may travel by personally owned auto and personally owned or leased aircraft and be reimbursed for mileage as specified in the "Official State Mileage Guide." If city to city mileage cannot be calculated using the Comptroller's "Official State Mileage Guide", the Rand McNally website, www.randmcnally.com, should be used to calculate the shortest distance between the departure address and the destination address. **No other online mileage tools may be used.** Members may travel by commercial airline and be reimbursed in an amount not to exceed the contracted airfare rate as established by Texas Procurement and Support Services division of the Comptroller's Office under the same terms and conditions that apply to all state employees. See the State Travel Management Program website, www.window.state.tx.us/procurement/prog/stmp, for the terms and conditions. If a city is not listed as a contract rate, contact the House Accounting department. Reimbursement for commercial airfare will be allowed if the ticket was purchased with a State of Texas Individual MasterCard Account, through the State of Texas Central Billing Account or personally funded. The cost of tickets purchased using a campaign credit card or a credit card that is not personally paid by the traveler, cannot be reimbursed. Contact the Accounting Department travel desk for details regarding the State of Texas Individual MasterCard accounts. Members must attach a receipt to the travel voucher. A copy of the receipt, or a copy of the canceled check or credit card slip used to pay the transportation company may be attached to the member's travel voucher when the original receipt is lost. A statement on the voucher that the expense was incurred is not sufficient to authorize reimbursement of the expense. In the event that members travel jointly, reimbursement for mileage shall be made only to the member providing the means of transportation.

Personally Owned Auto

Members who travel out-of-state by personally owned auto will be reimbursed in an amount not to exceed the lesser of the mileage as specified in the "Official State Mileage Guide" or the contracted airfare rate as established by the Texas Procurement and Support Services division of the Comptroller's Office under the same terms and conditions that apply to all state employees. If city to city mileage cannot be calculated using the Comptroller's "Official State Mileage Guide", the Rand McNally website, www.randmcnally.com, should be used to calculate the shortest distance between the departure address and the destination address. **No other online mileage tools may be used.** If a city is not listed as a contract rate, contact the House Accounting department. Please call the Travel Desk at 463-0835 to obtain allowable mileage. In the event that members travel jointly, reimbursement for mileage shall be made only to the member providing the means of transportation. No lodging or meal expenses will be allowed while in route to or from the designated city being visited.

Board Members and Appointees

Members of the House who serve on any board, council, or commission shall receive actual and necessary expenses for meals and lodging, when traveling on official business inside or outside the State. All travel for board members and appointees requires prior approval from the Chairman of the Committee on House Administration.

Receipts are required for reimbursement of all actual and necessary expenses claimed. See Member Travel-Interim, In-State and Member Travel-Interim, Out-of-State for reimbursable expenses.

Travel for business relating to a Speaker appointment to a legislative organization may, upon prior approval, be charged to a designated special account.

MEMBER TRAVEL - INTERIM

Travel Between District and Austin

Members of the House shall be entitled to claim the per diem rate for Austin in lieu of actual and necessary expenses incurred for meals and lodging.

Number of Trips Claimed

Members are allowed a maximum of six (6) trips per month to Austin to attend to legislative duties in their office with a maximum of twelve (12) days per diem per month. For each of the following criteria that a members district meets, one trip that would normally be paid from the member's operating account, will be paid from House travel funds (maximum of three trips): 1) If a member's district headquarters is 250 or more miles from the Capitol, 2) If a member's district is ten (10) or more counties in size, and 3) If any part of a member's district is more than 300 miles from the Capitol.

If the member has used the allotted six trips during a month but has not used all the per diem days, the remaining per diem days (up to twelve total) may be claimed on those additional trips to Austin that month, but no additional mileage or airfare may be claimed. Reimbursement of additional trips is at the discretion of the Chairman of the Committee on House Administration.

If a member makes three trips to Austin in one month and uses twelve days per diem, the member is entitled to be reimbursed for three additional trips that month, but will not be able to claim per diem. The six trips and twelve days of per diem are non-cumulative, they must be used each month or lost.

Committee Chairs

Standing committee chairs are allowed two (2) additional round-trips per month to Austin with four (4) additional days per diem to attend to committee business.

Transportation costs and per diem for these additional two trips and four days of per diem will be deducted from the committee's account.

Transportation Reimbursement

Members may travel by personally owned auto and personally owned or leased aircraft and be reimbursed for mileage as specified in the "Official State Mileage Guide." If city to city mileage cannot be calculated using the Comptroller's "Official State Mileage Guide", the Rand McNally website, www.randmcnally.com , should be used to calculate the shortest distance between the departure address and the destination address. **No other online mileage tools may be used.** Members may travel by commercial airline and be reimbursed in an amount not to exceed the contracted airfare rate as established by Texas Procurement and Support Services division of the Comptroller's Office, under the same terms and conditions that apply to all state employees. See the Textravel website, <https://fmx.cpa.state.tx.us/fmx/travel/textravel/index.php> , for the terms and conditions. If a city is not listed as a contract rate, contact the House Accounting department. Reimbursement for commercial airfare will be allowed if the ticket was purchased with a State of Texas Individual MasterCard Account, or through the State of Texas Central Billing Account or personally funded. Contact the Accounting Department Travel Desk for details regarding the Master Card accounts. Members must attach a receipt to the travel voucher. A copy of the receipt, or a copy of the canceled check or credit card slip used to pay the transportation company may be attached to the member's travel voucher when the original receipt is lost. A statement on the voucher that the expense was incurred is not sufficient to authorize reimbursement of the expense. In the event that members travel jointly, reimbursement for mileage shall be made only to the member providing the means of transportation. Transportation costs and per diem for allotted monthly travel from the district to Austin will be deducted from the member's operating account.

In-State Travel

Committee Travel

Members of standing committees may travel within Texas to attend public committee hearings called by the chair without prior approval when the trip is to be charged to the member's account. All travel vouchers must state the meeting was a public hearing with the name of the committee.

Any travel by committee members to be charged to a committee account requires prior approval, in a request from the committee chair, submitted via the House Administration Website, to the Chairman of the Committee on House Administration.

All select committee travel requires prior approval in a request from the committee chair, submitted via the House Administration Website, to the Chairman of the Committee on House Administration.

All House committee members traveling in-state overnight, for committee meetings, will be reimbursed for transportation and either actual and necessary expenses or receive a per diem not to exceed that provided by law for state officials. All lodging rates reimbursed will be for single occupancy only. If the receipt includes expenses for others, only the portion of the receipt applicable to the member may be claimed.

All House committee members traveling in-state non-overnight, for committee meetings, will be reimbursed for actual and necessary expenses only. If the receipt includes expenses for others, only the portion of the receipt applicable to the member may be claimed.

All reimbursement requests for non-overnight expenses need to be submitted on one travel voucher and transportation expenses need to be submitted on a separate travel voucher. Reimbursement of non-overnight expenses that were incurred by a member who was formally recorded at a meeting of a committee of the legislature is not taxable. Vouchers must specifically state the purpose of the meeting and include the name of the committee. Reimbursements of non-overnight expenses for any other purpose are taxable.

Non-Committee Travel

Members who are approved to travel by the Chairman of the Committee on House Administration will be reimbursed for transportation and either actual and necessary expenses or receive a per diem not to exceed that provided by law for state officials. All lodging rates reimbursed will be for single occupancy only. If the receipt includes expenses for others, only the portion of the receipt applicable to the member may be claimed. Original receipts must be submitted for all actual expenses claimed.

All Members' in-state, non-overnight travel requiring prior approval will be reimbursed for actual and necessary expenses only in an amount not to exceed that provided by law for state officials. If the receipt includes expenses for others, only the portion of the receipt applicable to the member may be claimed. Original receipts must be submitted for actual expenses claimed.

All reimbursement requests for non-overnight expenses need to be submitted on one travel voucher and transportation expenses need to be submitted on a separate travel voucher. Reimbursement of non-overnight expenses is taxable.

Transportation Reimbursement

Members may travel by personally owned auto and personally owned or leased aircraft and be reimbursed for mileage as specified in the "Official State Mileage Guide." If city to city mileage cannot be calculated using the Comptroller's "Official State Mileage Guide", the Rand McNally website, www.randmcnally.com, should be used to calculate the shortest distance between the departure address and the destination address. **No other online mileage tools may be used.** Members may travel by commercial airline and be reimbursed in an amount not to exceed the contracted airfare rate as established by Texas Procurement and Support Services division of the Comptroller's Office, under the same terms and conditions that apply to all state employees. See the Textravel website, <https://fmx.cpa.state.tx.us/fmx/travel/textravel/index.php>, for the terms and conditions. If a city is not listed as a contract rate, contact the House Accounting department. Reimbursement

for commercial airfare will be allowed if the ticket was purchased with a State of Texas Individual MasterCard Account, through the State of Texas Central Billing Account or personally funded. Contact the Accounting Department Travel Desk for details regarding the Master Card accounts. Members must attach a receipt to the travel voucher. A copy of the receipt, or a copy of the canceled check or credit card slip used to pay the transportation company may be attached to the member's travel voucher when the original receipt is lost. A statement on the voucher that the expense was incurred is not sufficient to authorize reimbursement of the expense. In the event that members travel jointly, reimbursement for mileage shall be made only to the member providing the means of transportation.

Transportation costs, actual and necessary expenses or per diem for in-state travel will be deducted from the member's operating account or committee account depending on the designation on the prior approval.

Out-of-State Travel

Committee Travel

All out-of-state committee travel requires prior approval from the Chairman of the Committee on House Administration. All the provisions for non-committee travel apply.

Non-Committee Travel

All out-of-state non-committee travel requires prior approval from the Chairman of the Committee on House Administration.

Members will be reimbursed for actual and necessary expenses for meals and lodging in an amount not to exceed that provided by law for state officials while visiting the designated city listed on the prior approval. Original receipts must be submitted for all actual expenses claimed. If the receipt includes expenses for others, only the portion of the receipt applicable to the member may be claimed. All lodging rates reimbursed will be for single occupancy only.

In order to verify the currency exchange rate, all travel vouchers filed for the reimbursement of expenses incurred outside of the United States, must be accompanied by a credit card statement that shows the expenses for which reimbursement is being requested. The credit card used must be in the name of the claimant and cannot be associated with a campaign account.

Transportation Reimbursement

Members may travel by personally owned auto and personally owned or leased aircraft and be reimbursed for mileage as specified in the "Official State Mileage Guide." If city to city mileage cannot be calculated using the Comptroller's "Official State Mileage Guide", the Rand McNally website, www.randmcnally.com, should be used to calculate the shortest distance between the departure address and the destination address. **No other online mileage tools may be used.** Members may travel by commercial airline and be reimbursed in an amount not to exceed the contracted airfare rate as established by Texas Procurement and Support Services division of the Comptroller's Office, under the same terms and conditions that apply to all state employees. See the Textravel website, <https://fmx.cpa.state.tx.us/fmx/travel/texttravel/index.php>, for the terms and conditions. If a city is not listed as a contract rate, contact the House Accounting department. Reimbursement for commercial airfare will be allowed if the ticket was purchased with a State of Texas Individual MasterCard Account, through the State of Texas Central Billing Account or personally funded. Contact the Accounting Department Travel Desk for details regarding the Master Card accounts. Members must attach a receipt to the travel voucher. A copy of the receipt, or a copy of the canceled check or credit card slip used to pay the transportation company may be attached to the member's travel voucher when the original receipt is lost. A statement on the voucher that the expense was incurred is not sufficient to authorize reimbursement of the expense. In the event that members travel jointly, reimbursement for mileage shall be made only to the member providing the means of transportation.

Transportation costs, actual and necessary expenses or per diem for out-of-state travel will be deducted from the member's operating account or committee account depending on the designation on the prior approval.

Personally Owned Auto

Members who travel out-of-state by personally owned auto will be reimbursed in an amount not to exceed the lesser of the mileage as specified in the "Official State Mileage Guide" or the contracted airfare rate as established by the Texas Procurement and Support Services division of the Comptroller's Office, under the same terms and conditions that apply to all state employees. If city to city mileage cannot be calculated using the Comptroller's "Official State Mileage Guide", the Rand McNally website, www.randmcnally.com, should be used to calculate the shortest distance between the departure address and the destination address. **No other online mileage tools may be used.** If a city is not listed as a contract rate, contact the House Accounting department. Please call the Travel Desk at 463-0835 to obtain allowable mileage. In the event that members travel jointly, reimbursement for mileage shall be made only to the member providing the means of transportation. No lodging or meal expenses will be allowed while in route to or from the designated city being visited.

Board Members and Appointees

Members of the House who serve on any board, council, or commission shall receive actual and necessary expenses for meals and lodging when traveling on official business inside or outside the State. All travel for board members and appointees requires prior approval from the Chairman of the Committee on House Administration.

Receipts are required for reimbursement of all actual and necessary expenses claimed. See Member Travel-Interim, In-State and Member Travel-Interim, Out-of-State for reimbursable expenses.

Travel for business relating to a Speaker appointment to a legislative organization may, upon prior approval, be charged to a designated special account.

MEMBER TRAVEL - GENERAL PROVISIONS

Commercial Transportation

Receipts are required for all commercial travel. If a receipt has been lost, a copy of the receipt or a copy of the canceled check or credit card slip used to pay the transportation company must be attached to the travel voucher. A statement on the voucher that the expense was incurred is not sufficient to authorize reimbursement of the expense. Reimbursement for commercial airfare will be allowed if the ticket was purchased with a State of Texas Individual MasterCard Account, through the State of Texas Central Billing Account or personally funded.

Rental/Charter Aircraft

Members may travel by commercially rented/chartered aircraft when another means of travel is not available or practical if:

- a. The member has prior approval from the Chairman of the Committee on House Administration; and
- b. The Aircraft Pooling Board (APB) has provided written approval for using a rental/charter aircraft (non Aircraft Pooling Board). This APB written approval should be attached to the prior approval form.

Aircraft Pooling Board

Members who fly on the Aircraft Pooling Board's planes must have prior approval and justification from the Chairman of the Committee on House Administration. If no prior approval is obtained, or if the trip is deemed not to be official legislative business by the Comptroller or Chairman of the Committee on House Administration, the member may need to use personal funds to reimburse the House of Representatives for the cost of the trip.

Rental Cars

Prior approval from the Chairman of the Committee on House Administration is required for reimbursement of rental cars. Receipts are required. Rental cars are not allowed when traveling to Austin. The Sergeant's Office will provide

transportation from the airport to the Capitol whenever possible.

Liability insurance supplement, safe trip insurance, personal accident, and personal effects insurance coverage for a rental car is not reimbursable.

Use of a rental car for a major conference (i.e., National Conference of State Legislatures, Southern Legislative Conference) may be reimbursed only upon approval from the Chairman of the Committee on House Administration prior to said conference. Rental car receipts may be reimbursed in an amount not to exceed the base rate of \$50 per day by using the contracted rates, as established by Texas Procurement and Support Services division of the Comptroller's Office, with State contracted rental car companies. If these rental car companies are not available in the city being visited, reimbursement will be made in an amount not to exceed the base rate of \$50 per day.

Emergency Travel

Any emergency travel which has received verbal approval from the Committee on House Administration requires the traveler to submit a prior approval form immediately upon completion of this travel. The traveler should state the reason for the emergency travel in the justification block and include the name of the individual who gave verbal approval from the Committee on House Administration.

Taxi/Airport Limousine

A receipt is required for taxi or airport limousine with points of departure and destination listed.

Travel Requiring Prior Approval

Prior approval is not required for a member's in-district travel, allowed monthly trips to Austin or for travel by standing committee members to attend public hearings in Texas when the trip is to be charged to the Member's account.

ALL other travel requires prior approval from the Chairman of the Committee on House Administration. The prior approval form must be submitted online through the House Administration Website. To access the form from the website, select the "Services" heading and then select the "Travel" sub-heading.

All Prior Approval Authorization forms shall be submitted online at least 10 days prior to the date of departure. Once submitted, the forms must be approved, on the website, by the member/committee chair or the designated alternate approver, if one has been set up for the office. For assistance in setting an alternate approver please contact the House Administration website administrator at (512) 463-0835. Once the form is approved, it will be forwarded electronically to the House Accounting department for funds approval and then to House Administration for final approval. Once House Administration has approved or not approved the request, an e-mail will be sent to the requestor notifying them of the decision.

If a rental car or commercially chartered/rented plane (including State Aircraft Pooling Board) is being requested, cost justification for these requests must be included on the Prior Approval Authorization Form in the "Notes" section.

If prior approval is not obtained from the Chairman of the Committee on House Administration, reimbursement may not be made for expenses.

If you need assistance filling out the online form please contact the House Accounting department at (512) 463-0835.

Encumbrance of Travel Funds

The Accounting Department will encumber the estimated expenses for each approved Prior Approval Authorization on file. If the travel voucher claim has not been submitted within six months, the encumbrance will be canceled.

Claiming Travel By Voucher

Members may file one travel voucher for reimbursement of all monthly in-district travel and all monthly allotted travel to Austin, preferably during the first five (5) workings days following the month in which the travel occurred. All other travel should be claimed as soon as possible after the member returns from their trip.

Members must submit a voucher for all trips taken even if the member is not requesting reimbursement. The voucher should be annotated "No expense to the state" or "direct bill" for expenses that would otherwise be reimbursed.

Please claim only the days and destinations which have been specifically approved for each trip requiring the prior approval from the Chairman of the Committee on House Administration.

To expedite the processing of your travel voucher, make sure the voucher has all of the approval signatures before mailing it to the Accounting Department. Make sure the claimant has signed the voucher and all signatures are original. Signature stamps are not acceptable.

Please proof the information on the voucher for accuracy before it is submitted to the Accounting Department. All vouchers must be typed.

The Accounting Department Travel Clerk will review the vouchers for accuracy. Any inaccuracies such as incorrect mileage or computational errors will be corrected by the Travel Clerk. A corrected voucher will be enclosed with the warrant/payment notification.

The Chairman of the Committee on House Administration will review, sign and forward the vouchers to the Comptroller for payment. The Comptroller will issue a warrant or direct deposit the funds to an account in a financial institution.

REMEMBER TO KEEP A COPY OF THE VOUCHER AND RECEIPTS FOR YOUR FILES BEFORE YOU SUBMIT THE ORIGINALS. If the original voucher is lost, a duplicate must be submitted. Type the word "duplicate" in the upper right-hand corner of the voucher.

Incidental Expenses

Allowable Expenses

1. Phone calls for official state business only; local and long distance.
2. Parking for personal vehicles with receipts.
3. Gasoline for approved rental car with receipts.
4. Out-of-state and in-state hotel taxes.
5. Attendant care and related expenses.
6. Reasonable mandatory charges for checked baggage.

Non-Allowable Expenses

1. Tips or gratuities of any kind.
2. Alcoholic beverages.
3. Altered receipts
4. Gasoline, toll fees, repair costs for privately owned vehicles.
5. Any personal expense item such as cleaning or laundry.
6. Reimbursement for total receipt which includes anyone else; (i.e., spouse, guest). Only the claimant's portion of the receipt is allowed.
7. Movie fees in hotel room.
8. Fees charged for a hotel/motel room for first night lodging when a traveler, with a guaranteed arrival date, does not cancel or does not show. House members and employees who use their credit card or personal check to guarantee his/her arrival date at a hotel/motel are personally liable for this lodging charge.
9. Lodging and/or meals in route to or from your destination.

Receipts Required for Reimbursement

1. Receipts are required for reimbursement of any actual expenses including:
 - meals
 - commercial airfares
 - rental car
 - taxi, including points of departure and destination
 - parking
 - hotel bill - listing a complete breakdown of charges and single room rate, if sharing room with spouse
 - registration fees paid by employee or member
 - necessary incidental expenses
2. Submit original receipts with the claim, and keep copies of all receipts submitted for office files and as protection against lost originals.
3. If the original receipt has been lost, a copy of the receipt, or a copy of the canceled check or credit card slip used to pay for the expense incurred must be attached to the travel voucher. A statement on the voucher that the expense was incurred is not sufficient to authorize reimbursement of the expense.
4. Please remember that if receipts include expenses for others, only claim the members/employees portion of the receipts.
5. Altered receipts are not acceptable and may not be reimbursed.
6. If a credit card receipt/statement is provided, the credit card must be in the name of the claimant and cannot be associated with a campaign account.

STAFF AND EMPLOYEE TRAVEL - SESSION

Upon prior approval from the Chairman of the Committee on House Administration, employees of a member may be reimbursed for transportation and lodging expenses for round trips from Austin to the member's legislative district during the Session.