November 24, 2004

FISCAL MEMORANDUM 05-05

TO: All TTI Employees

SUBJECT: Documentation Requirements for New Out-of-State Meal and Lodging Policy

Fiscal Memorandum 05-03 stated that a copy of the federal rate schedule must be attached to the travel voucher. The schedule must be the one used to calculate the meal and lodging rates for the dates traveled.

According to the Texas Comptroller of Public Accounts Claims Division, the traveler will be reimbursed according to the rate in effect at the time the travel arrangements are made, regardless of when the travel actually occurs. There may be situations when the rate has either increased or decreased by the time the traveler actually goes on the trip; but once again, the traveler will only be reimbursed up to the maximum listed at the time the arrangements are made.

The meal rates are treated the same way. The rate effective at the time of the reservation is the rate that the traveler will be allowed.

Therefore, at the time the arrangements are made, a screen print of the website’s federal rate schedule that includes both the meal and lodging rates should be attached to the voucher.

If you have any questions, please contact Charlene Meier at 845-9855, Beth Roach at 845-9931, or Walter Winkelmann at 845-9859.

Don Bugh
Executive Associate Director