



ADMINISTRATIVE
POLICIES AND PROCEDURES MANUAL

DATE ISSUE
8/3/98

REVISION
4

PAGE
B2-210.2.1

SUBJECT

TRAVEL

SUB-TOPIC

TRANSPORTATION ALLOWANCE, Continued

A. Receipts Are Required

If the rental car receipt is not available, proof of transportation will be accepted as outlined in the section for unavailable airline tickets (see B2-190.0).

Reimbursable expenses associated with rental automobiles include:

1. Texas and other state sales taxes,
2. Gasoline,
3. Parking fees,
4. Toll charges,
5. Repair parts and labor plus towing charges to repair state vehicles.

If an employee rents a car and combines personal travel with state business, the cost of the rental car must be prorated on a daily basis and reimbursement is limited to the state business days (see B2-220.0).

Normally taxi fares are less expensive than costs associated with a rental car if travel conditions involve a single person not going an excessive distance. Receipts are not required for travel by taxi and city bus. **However, an itemized list of each claim showing destination and cost of travel is required.**

Reimbursement for rental automobiles and associated expenses is not allowable when use involves travel only within designated headquarters.

B. Advance Approval for Employee to Use a Rental Automobile

Approval should be reflected on the Travel Authorization form by the appropriate departmental approving authorities.