

AP Travel & TIMES have changed and implemented new guidelines for travel. Please read carefully.

Workshops, Conferences, Conventions, and Training:

- If you plan to depart a day before the conference and return a day after the conference ends, please provide a sufficient explanation required for the Expense Report (reimbursement and/or Travel card transactions). For example, travelers may claim a travel day to the business destination if the meeting on the following day starts early in the morning, or they may claim a travel day from the business destination if the conference on the previous day ended late in the evening.
- Lodging for a workshop, conference, convention, or training activity, where a specific location with a published rate was provided by the organizing entity, may be reimbursed at the conference rate. The document with the published rate must be uploaded to the Concur expense report.

Overnight meal and lodging limits:

Combined meal and lodging limits effective through October 31, 2018 are as follows:

- In Texas: \$225
- Outside Texas, within the continental United States: \$380
- Outside the continental United States: \$420

Meals Reimbursement:

- Actual meal expenses up to the per diem may be reimbursed without receipts. Please send an email to Bertha Gil and Virginia Hernandez with how much food was spent on each day of your trip. For example:
 - 6/4 - \$55
 - 6/5 - \$46
 - 6/6 - \$63
- If the actual meal expense exceeds the per diem rate, then the meal must be supported by an itemized receipt with PI approval. We require PI approval for expenses above the per diem rate.

Combining business and personal travel:

TIMES will no longer be booking travel when personal days are involved during business travel. We will reimburse the airfare/or hotel expense based on business days only. Please consult with Bertha Gil or Virginia Hernandez prior making your own travel arrangements.