

## OTHER TRAVEL REGULATIONS

### CONSERVATION OF FUNDS

The Travel Regulations Act states, “A state agency shall minimize the amount of travel expenses paid or reimbursed by the agency. The agency shall ensure that each travel arrangement is the most cost-effective considering all relevant circumstances”. Therefore, the State of Texas and Lamar University require its employees to practice “conservation of funds”. Listed is a group of travel regulations used to help accomplish this requirement.

#### Cost Efficient Method of Travel

Lamar University employees should choose the most cost efficient method of traveling when traveling on university business. **A comparison should be made between the cost of flying and the cost of driving to and from the business destination.** Calculate the cost of flying by totaling mileage to and from the airport, the airline ticket, parking fees, and rental car fees. (The cost of the airline ticket must be determined at the time the travel is planned, not on the day of the travel or when the traveler returns. These latter dates do not reflect the true cost of a ticket if the ticket is purchased in advance, i.e. many tickets are cheaper when purchased 21 or more days in advance). Calculate the cost of driving by totaling mileage, any overnight hotel charges incurred to and from the final business destination, and additional meal money for the extra travel time. The lower of the two should be the form of travel chosen. However, if the higher form of travel is chosen, the traveler will only be allowed reimbursement in the amount of the lower cost. Please note; **documentation must be provided on the form of travel not chosen.** For example, you must get something in writing from a travel agency or print out something from the Internet showing the cost of an airline ticket to the business destination. A comparison sheet showing the breakdown of both forms of travel must be attached to the voucher.

#### Four-Per-Car-Rule (Coordination of Travel)

“Coordination of travel must occur when two, three, or four state employees employed by the same state agency travel on the same date with the same itinerary to conduct the same official state business. When coordination of travel is required, a state agency may reimburse only one of the state employees riding in the personally owned or leased motor vehicle for mileage to the duty point”.

“Coordination of travel is not required if the chief administrator of the state agency that employs the employees determines before travel that coordination of travel is infeasible. That determination may be made only if the infeasibility is caused by factors relating to official state business”.