

Mailing Address:
Fiscal Office
3124 TAMU
College Station, Texas 77843-3124



Engineering a Brighter Future for Texans

Delivery Address:
200 Greens Prairie Road
College Station, Texas 77845-9394
979/458-7430 • Fax: 979/458-7464
<http://tees.tamu.edu/fiscal>
The Texas A&M University System

Texas Engineering Experiment Station

September 1, 2005

TEES FISCAL OFFICE MEMORANDUM 2006-01

TO: Division Heads
Departmental Accountants

FROM: Carol Huff
Controller

SUBJECT: TEES TRAVEL ALLOWANCES FOR FY2006

Attached is an update of the chart listing maximum meals, lodging, and mileage allowances for TEES travel occurring on or after September 1, 2005. The chart is a comparison of State vs. Research Travel Guidelines to assist in determining reimbursement amounts. This memorandum replaces TEES Fiscal Office Memorandum 2005-08.

Also attached is the Research Travel Guidelines for meal allowances for travel within Texas. These meal allowance rates will be effective September 1, 2005. If you have any questions, please send an email to Debbie McCulley at d-mcculley@tamu.edu or call her at 979-458-7447.

Xc: Transition Team
Attachments

TEES Travel Allowances for FY2006

	STATE GUIDELINES	TEES RESEARCH TRAVEL GUIDELINES
	321XX, 32255, 32295, and 32297	32215, 32216, 32217, 32218, 32233, 32243, 32261, 32262, 32270, 32275, 32279, 32290, 32291, 32292, 32293, 32294, 32299, 324XX and * 325XX, ** 32246
IN-STATE	<u>MEALS</u> \$36.00	\$36.00 UNLESS ON LIST FOR HIGHER AMOUNT (SEE ATTACHMENT)
	<u>LODGING</u> \$85.00	ACTUAL LODGING AT SINGLE ROOM RATE
OUT-OF-STATE	<u>MEALS</u> BASED ON OUT-OF-STATE RATE SCHEDULE (through 11/30/04) BASED ON FEDERAL DOMESTIC MAXIMUM PER DIEM RATES (on or after 12/1/04)	BASED ON OUT-OF-STATE RATE SCHEDULE (through 11/30/04) BASED ON FEDERAL DOMESTIC MAXIMUM PER DIEM RATES (on or after 12/1/04)
	<u>LODGING</u> BASED ON OUT-OF-STATE RATE SCHEDULE (through 11/30/04) BASED ON FEDERAL DOMESTIC MAXIMIM PER DIEM RATES (on or after 12/1/04)	ACTUAL LODGING AT SINGLE ROOM RATE
MILEAGE	35 cents/mile Effective 9/1/02 40.5 cents/mile Effective 9/1/05	37.5 cents/mile Effective 1/1/04-12/31/04 40.5 cents/mile Effective 1/1/05

* Not all 325XX projects follow Research Travel guidelines. Check the Project Information screen in Epik for specific guidelines.

** 32246 meals can exceed maximum allowance if receipts are attached.

RESEARCH TRAVEL GUIDELINES: Meal Allowances for within Texas

CITIES NOT LISTED WILL BE REIMBURSED AT \$36 PER DAY

<u>CITY</u>	<u>COUNTY</u>	<u>RATE</u>
Arlington/Fort Worth	Tarrant	43
Austin	Travis	43
College Station	Brazos	39
Corpus Christi	Nueces	43
Dallas	City limits of Dallas & Dallas County	51
Galveston	Galveston	47
Grapevine	City limits of Grapevine	39
Houston	Montgomery, Fort Bend, & Harris, LBJ Space Center,	47
McAllen	Hidalgo	39
Plano	Collin	39
San Antonio	Bexar	47
South Padre Island	Cameron	39