**UH Travel – During Travel**

**Meals and Lodging (Hotel)**

The combined expense amount must be within the [Combined Travel Meals and Lodging Limits.](file:///Z%3A%5CReimbursement%20Rates%5Ccombined-meals-and-lodging-travel-limits%20FY23.pdf)

VP’s approval is required to reimburse any amount in excess of the daily limits, otherwise will not be covered by the university and will be at the expense of the Traveler. If you are using state fund, meal and lodging can not exceed GSA rate.

**Hotel –** An itemized receipt is required. Be sure to obtain the receipt showing:

* Name and address of the commercial lodging establishment
* Name of the traveler
* Room rate
* Charge for each item (e.g., room, tax, additional services, etc.)
* Your payment

**Meals**

The university pays or reimburse travel meal expenses based on actual meal amounts. State agencies including IHEs [do not use Per Diem.](https://fmx.cpa.texas.gov/fmx/travel/textravel/meallodg/index.php)  If the meal amounts are equal to or less than [the federal Meals and Incidental Expenses (M&IE) rate](https://www.gsa.gov/travel/plan-book/per-diem-rates?gsaredirect=perdiem), you do not need to get receipts. **If the meal amounts are more than the federal max rate, itemized receipts are required**. Remember, your department may require receipts regardless of the amount.

**Gratuity**

Limited up to 20% of the amount charged for meals and taxi expenses.

**Rental Car**

Rental cars are limited up to a full-sized vehicle. SUV/Van is allowed if 3 or more business travelers in party. Be sure to obtain the itemized receipt showing:

* Name of the rental company
* Name of the traveler (renter)
* Starting and ending date of the rental
* Charge for each item (e.g., rental fee, tax, gas, additional fees, etc.)
* Your payment