Travel Guidelines for Using Your CBT
Travel Credit Card (In State)

1. **Hotel** – you are responsible for providing the “Texas Hotel Occupancy Tax Exemption Certificate”.

2. **Car Rental:**
   - At pick-up, please provide the rental agency with the TEES Sales tax exempt certificate.
   - Do not elect to upgrade your vehicle.
   - Inquire at the time of rental if the contract insurance coverage is included. If it is not, you must purchase the LDW and liability insurance.
   - Fill up the vehicle with gas before returning it.

3. **Meals:**
   - You may only pay for your meals. Do not pay for anyone else traveling with you.
   - Please do not charge alcohol to your card. If the restaurant will not separate the check, please pay for it on your personal credit card.
   - Maximum Daily Meal Reimbursement $______________

4. **Receipts** – Please use the “Expenselt” application to upload your travel receipts. You must save both the itemized meal receipt and the final credit card statement.

5. **Other** – You may use this card for any legitimate travel expense. If in doubt, use your personal credit card/cash.

6. **At the end of your trip**, please complete the AERO Travel Reimbursement form and submit it to the Business Office (along with the credit card).
Texas Hotel Occupancy Tax Exemption Certificate

Provide completed certificate to hotel to claim exemption from hotel tax. Hotel operators should request a photo ID, business card or other document to verify a guest’s affiliation with the exempt entity. Employees of exempt entities traveling on official business can pay in any manner. For non-employees to be exempt, the exempt entity must provide a completed certificate and pay the hotel with its funds (e.g., exempt entity check, credit card or direct billing). This certificate does not need a number to be valid.

<table>
<thead>
<tr>
<th>Name of exempt entity</th>
<th>Exempt entity status (Religious, charitable, educational, governmental)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Texas A&amp;M Engineering Experiment Station</td>
<td>Educational Entity</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Address of exempt organization (Street and number)</th>
</tr>
</thead>
<tbody>
<tr>
<td>College Station, TX 77843-3124</td>
</tr>
</tbody>
</table>

Guest certification: I declare that I am an occupant of this hotel on official business sanctioned by the exempt organization named above and that all information shown on this document is true and correct. I further understand that it is a criminal offense to issue an exemption certificate to a hotel that I know will be used in a manner that does not qualify for the exemptions found in the hotel occupancy tax and other laws. The offense may range from a Class C misdemeanor to a felony of the second degree.

<table>
<thead>
<tr>
<th>Guest name (Type or print)</th>
<th>Hotel name</th>
</tr>
</thead>
<tbody>
<tr>
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</tr>
</tbody>
</table>

Guest signature Date

Exemption claimed

Check the box for the exemption claimed. See Rule 3.161: Definitions, Exemptions, and Exemption Certificate.

- United States Federal Agencies or Foreign Diplomats. Details of this exemption category are on back of form. This category is exempt from state and local hotel tax.

- Texas State Government Officials and Employees. (An individual must present a Hotel Tax Exemption Photo ID Card). Details of this exemption category are on back of form. This limited category is exempt from state and local hotel tax. Note: State agencies and city, county or other local government entities and officials or employees are not exempt from state or local hotel tax, even when traveling on official business.

- Charitable Entities. (Comptroller-issued letter of exemption required.) Details of this exemption category are on back of form. This category is exempt from state hotel tax, but not local hotel tax.

- Educational Entities. Details of this exemption category are on back of form. This category is exempt from state hotel tax, but not local hotel tax.

- Religious Entities. (Comptroller-issued letter of exemption required.) Details of this exemption category are on back of form. This category is exempt from state hotel tax, but not local hotel tax.

- Exempt by Other Federal or State Law. Details of this exemption category are on back of form. This category is exempt from state and local hotel tax.

Permanent Resident Exemption (30 consecutive days): An exemption certificate is not required for the permanent resident exemption. A permanent resident is exempt the day the guest has given written notice or reserves a room for at least 30 consecutive days and the guest stays for 30 consecutive days, beginning on the reservation date. Otherwise, a permanent resident is exempt on the 31st consecutive day of the stay and is not entitled to a tax refund on the first 30 days. Any interruption in the resident’s right to occupy a room voids the exemption. A permanent resident is exempt from state and local hotel tax.

Hotels should keep all records, including completed exemption certificates, for four years.

Do NOT send this form to the Comptroller of Public Accounts.
TEXAS SALES AND USE TAX EXEMPTION CERTIFICATION

Name of purchaser, firm or agency
Texas Engineering Experiment Station-Department of Aerospace Engineering (74-1974733)

Address (Street & number, P.O. Box or Route number) Phone (Area code and number)
701 H. R. Bright Building (979) 845-1600

City, State, ZIP code
College Station, TX 77843-3141

I, the purchaser named above, claim an exemption from payment of sales and use taxes for the purchase of taxable items described below or on the attached order or invoice form:

Seller: __________________________________________________________

Street address: ___________________________ City, State, ZIP code: ___________________________

Description of items to be purchased or on the attached order or invoice:

All purchases for Texas A&M University

Purchaser claims this exemption for the following reason:

This property is being secured for the exclusive use of the State of Texas. Texas A&M Engineering Experiment Station is a tax exempt organization under section 170(b) of the IRS code.

I understand that I will be liable for payment of sales or use taxes which may become due for failure to comply with the provisions of the Tax Code: Limited Sales, Excise, and Use Tax Act; Municipal Sales and Use Tax Act; Sales and Use Taxes for Special Purpose Taxing Authorities; County Sales and Use Tax Act; County Health Services Sales and Use Tax; The Texas Health and Safety Code; Special Provisions Relating to Hospital Districts, Emergency Services Districts, and Emergency Services Districts in counties with a population of 125,000 or less.

I understand that it is a criminal offense to give an exemption certificate to the seller for taxable items that I know, at the time of purchase, will be used in a manner other than that expressed in this certificate and, depending on the amount of tax evaded, the offense may range from a Class C misdemeanor to a felony of the second degree.

Purchaser Title Date

sign here

NOTE: This certificate cannot be issued for the purchase, lease, or rental of a motor vehicle.
THIS CERTIFICATE DOES NOT REQUIRE A NUMBER TO BE VALID.
Sales and Use Tax “Exemption Numbers” or “Tax Exempt” Numbers do not exist.

This certificate should be furnished to the supplier. Do not send the completed certificate to the Comptroller of Public Accounts.
Expenselt App

Expenselt is a mobile application that allows travelers to simply take a picture of their receipt at the time of the expense using an iOS and Android mobile device. Expenselt handles the rest. The software uses optical character recognition technology to read the receipt image and determine the type of expense, amount, vendor, etc., and automatically create the expense. It also adds itemizations for hotel entries, saving you from having to manually itemize your hotel expense. This allows for quicker and more accurate report creation, minimization of the manual entry involved in creating reports, and allows the report to be submitted more quickly, which leads to quicker reimbursements.

Where do I Sign Up for Expenselt?

Expenselt uses the same login and PIN as the Concur Mobile App. If you have never signed up for mobile app usage, please visit the Mobile Registration section of your Concur profile in order to assign yourself a mobile PIN. Once complete, Expenselt is available for download in Google Play as well as the iOS App Store.

How do I Use Expenselt while Traveling?

1. Once you've downloaded and signed into the application, Expenselt is very easy to use.
2. Simply take a picture of your receipt and save the image.
3. Expenselt will notify you once the expenses are created and you can export them to Concur.
Trip Reimbursement Form

Traveler: 
Concur #: 

Date and time departed College Station:  
Date and time returned to College Station:  

Registration and Memberships

<table>
<thead>
<tr>
<th>Type</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Conference Registration</td>
<td></td>
</tr>
</tbody>
</table>

Transportation Expenses

<table>
<thead>
<tr>
<th>Type</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rental Car</td>
<td></td>
</tr>
<tr>
<td>Taxi</td>
<td></td>
</tr>
<tr>
<td>Airfare</td>
<td></td>
</tr>
<tr>
<td>Personal Mileage to from</td>
<td></td>
</tr>
<tr>
<td>Personal Mileage from to</td>
<td></td>
</tr>
<tr>
<td>Parking</td>
<td></td>
</tr>
</tbody>
</table>

Incidentals

<table>
<thead>
<tr>
<th>Type</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hotel Tax</td>
<td></td>
</tr>
<tr>
<td>Gas for rental car</td>
<td></td>
</tr>
<tr>
<td>Checked bag fee</td>
<td></td>
</tr>
<tr>
<td>Tolls</td>
<td></td>
</tr>
<tr>
<td>Internet</td>
<td></td>
</tr>
</tbody>
</table>

Meals and Lodging

<table>
<thead>
<tr>
<th>Date</th>
<th>Meals</th>
<th>Lodging (no tax)</th>
<th>Location and duties</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
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<td></td>
</tr>
</tbody>
</table>

$ - $ -  
$ - $ -  
$ - $ -  
Subtotal $ - $ -  
Total $ -  

Total reimbursement (not including mileage) $ -  

Notes: (Please note shared rooms, personal travel, and if any of these receipts were not on the university credit card.)
<table>
<thead>
<tr>
<th>Date</th>
<th>Meals</th>
<th>Lodging (no tax)</th>
<th>Transportation Expenses</th>
<th>Meals and Lodging</th>
<th>Location and duties</th>
</tr>
</thead>
<tbody>
<tr>
<td>11/1/2015</td>
<td>$55.00</td>
<td>$99.00</td>
<td>$115.00</td>
<td>$38.00</td>
<td>$95.00</td>
</tr>
<tr>
<td>11/2/2015</td>
<td>$55.00</td>
<td>$99.00</td>
<td>$115.00</td>
<td>$38.00</td>
<td>$95.00</td>
</tr>
<tr>
<td>11/3/2015</td>
<td>$55.00</td>
<td>$99.00</td>
<td>$115.00</td>
<td>$38.00</td>
<td>$95.00</td>
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<tr>
<td>11/4/2015</td>
<td>$55.00</td>
<td>$99.00</td>
<td>$115.00</td>
<td>$38.00</td>
<td>$95.00</td>
</tr>
<tr>
<td>11/5/2015</td>
<td>$55.00</td>
<td>$99.00</td>
<td>$115.00</td>
<td>$38.00</td>
<td>$95.00</td>
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<tr>
<td>11/6/2015</td>
<td>$55.00</td>
<td>$99.00</td>
<td>$115.00</td>
<td>$38.00</td>
<td>$95.00</td>
</tr>
<tr>
<td>11/7/2015</td>
<td>$55.00</td>
<td>$99.00</td>
<td>$115.00</td>
<td>$38.00</td>
<td>$95.00</td>
</tr>
<tr>
<td>11/8/2015</td>
<td>$55.00</td>
<td>$99.00</td>
<td>$115.00</td>
<td>$38.00</td>
<td>$95.00</td>
</tr>
</tbody>
</table>

**Notes:**
- Shared a room with Tom Brown. Please reimburse for tolls and personal mileage. All other expenses were on CAR.

**Total:** $707.24

**Subtotal:** $112.74

**Total:** $594.50

**Trip Reimbursement Form**

**Traveler:** John Smith

**Concur #:** 12345

**Date and time departed College Station:** 11/1/2015

**Date and time returned to College Station:** 11/8/2015

**Date and time stayed in Chicago:** 11/3/2015

**Estimated time in Chicago:** 3:00 PM

**Registration and Memberships:** $85.00

**Gas for rental car:** $27.50

**Tolls:** $3.50

**Hotel Tax:** $12.50

**Parking:** $25.00

**Conference Registration:** $55.00

**Transportation Expenses:** $115.00

**Meals and Lodging:** $380.00

**Airfare:** $115.00

**Personal Mileage from TAMU to TAMU:** $99.00

**Personal Mileage from TAMU to TAMU:** $115.00

**Total:** $707.24