

<p style="text-align: center;"><b>Texas WIC</b> <b>Health and Human Services Commission</b></p>
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Effective August 1, 2022

Policy No. AC:05.0

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## **Allowable Costs – In-State and Out-of-State Travel**

### **Purpose**

To allow local agency (LA) employees to be reimbursed for travel expenses incurred while on official WIC business.

### **Authority**

2 CFR § 200.474, Texas Grant Management Standards – Selected Items of Cost, Health and Human Services Commission (HHSC) contract for WIC services, Uniform Terms and Conditions - Grant

### **Definition**

“State of Texas Textravel” means Texas Administrative Code, Title 34, Part 1, Chapter 5, Subchapter C, Section 5.22, and is relative to travel reimbursements under the WIC Contract.

The Texas Comptroller of Public Accounts created Textravel to provide information on travel laws and rules and is designed to be an easy reference tool. Links to applicable laws and rules are included. [Textravel \(texas.gov\)](https://www.texas.gov/TextTravel)

### **Policy**

LAs may request reimbursement for the cost of in-state or out-of-state travel incurred in accordance with the terms and conditions of the contract with HHSC, which requires the use of Textravel rates. The State Agency (SA) will also allow LAs to set policy rates or processes that are more restrictive or at a lower rate than those described in Textravel. If the LA policy includes higher rates than Textravel allows, the policy must be approved by the SA prior to implementation. The policy must be submitted to [WIC LA Contractmanagment@hhs.texas.gov](mailto:WIC_LA_Contractmanagment@hhs.texas.gov) to request approval.

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**Procedures**

- I. The LA may only request reimbursement for the actual expenses incurred for an employee's meals and lodging, not to exceed the maximum allowable rates. The maximum should not be claimed unless the actual expenditures equal or exceed the maximum allowable rate. The reimbursement limit applies without a carry-over from another day. For current in-state and-out-of-state meals and lodging rates, refer to <https://fmx.cpa.texas.gov/fmx/travel/texttravel/rates/current.php>
- II. The LA may seek reimbursement for mileage incurred to conduct business having a WIC purpose. The reimbursement may not exceed the total of the number of miles traveled for business multiplied by the [maximum mileage reimbursement rate](#) per [Texas Government Code Section 660.042](#). The mileage reimbursement rate is inclusive of all expenses associated with the employee's use of his or her vehicle.
- III. The LA may seek reimbursement for the cost of renting a vehicle to conduct WIC business. The reimbursement includes all applicable taxes and mandatory charges. It also may include a charge for a collision damage waiver or a loss damage waiver if not already included in the contracted rate for the rental. A charge for an additional driver may only be reimbursed if incurred for a business reason. A charge for a liability insurance supplement, personal accident insurance, safe trip insurance or personal effects insurance is not reimbursable. In order to be reimbursed for the rental cost, the LA must retain a complete receipt issued by the rental company.
- IV. The amount HHSC will reimburse for travel between points by commercial airline may not exceed the lowest rate available. First class airfare may be paid or reimbursed only if it is the only available airfare. Business class airfare may be paid or reimbursed only if a lower airfare is not available.

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- a) Airfare costs in excess of the basic least expensive unrestricted accommodations class offered by commercial airlines are unallowable except when such accommodations would:
    - i. Require circuitous routing;
    - ii. Require travel during unreasonable hours;
    - iii. Excessively prolong travel;
    - iv. Result in additional costs that would offset the transportation savings; or
    - v. Offer accommodations not reasonably adequate for the traveler's medical needs. The local government must justify and document these conditions on a case-by-case basis in order for the use of first-class or business-class airfare to be allowable in such cases.
  - b) Air travel by other than commercial carrier.
    - i. Costs of travel by local government-owned, -leased, or -chartered aircraft include the cost of lease, charter, operation (including personnel costs), maintenance, depreciation, insurance, and other related costs.
    - ii. The portion of such costs that exceeds the cost of airfare as provided for in paragraph (a) of this section is unallowable.
- V. Travel costs shall be supported by documentation, the signed travel claim submitted by the employee and approved by the employee's immediate supervisor, and proof of payment. The travel claim shall also contain a statement detailing the purpose of the trip as necessary to WIC LA operations and costs are consistent with TexTravel or a more restrictive local agency travel policy.
- VI. Documentation shall also support the allocation among Administration, Nutrition Education, Breastfeeding or other WIC projects.
- VII. The LA may not request reimbursement for Travel Advances until after the travel has occurred.

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- VIII. It is the LA's responsibility to justify the benefit of the trip to WIC and the number of attendees as well as assuring that sufficient earned funds are available.
- IX. Flat-rate travel in the form of travel allowances is not an allowable charge to the WIC Program.