

Graduate Student Orientation  
Forestry and Environmental Science

SPRING 2016

TRAVEL – (see Tish Bell, Forestry 103-D)

Anyone traveling on university business (conducting field research, attending meetings/conferences) must obtain permission in advance of the trip by submitting a Travel Request. Blanket travels for insurance purposes are done on all grad students for local travel – Nacogdoches County and nearby. For certain projects, blanket travels may be done for the length of a semester, or fiscal year with an amount determined by you and your major professor. A travel requests should be submitted for travel outside local areas even when expenses are not expected to be incurred (when the trip is completed, if no reimbursement is necessary, notify Tish to cancel the travel requisition). *In addition to the request form, turn in some form of explanation or details about the upcoming trip. For a conference or meeting, include a proposed agenda or brochure for the conference. Include the name of your presentation if you will be giving one. A memo which briefly lines out a planned course of action, and/or type of research work to be done, etc. works well with trip requests which are not conference related. Email notifications and communications regarding the nature of the meeting/work may also be attached.*

[https://ssb.sfasu.edu/sg/wf\\_fr.travelReq](https://ssb.sfasu.edu/sg/wf_fr.travelReq)

Reimbursement for trip expenses: Turn in a completed Travel Voucher and receipts. A conference program, meeting agenda, or memo with a description of the project/work activities performed is required to be submitted with the voucher. If meal per diem is being claimed, food receipts are not necessary **UNLESS** you are using a Texas Parks and Wildlife grant as your funding source. **If you are traveling on a TPWD grant, food expenses must have accompanying itemized receipts. TPWD will reimburse your receipts for meal expenses up to, but not exceeding the allowable daily per diem amount.**

[https://ssb.sfasu.edu/sg/wf\\_fr.travelvoucherreq](https://ssb.sfasu.edu/sg/wf_fr.travelvoucherreq)

SFA's Travel Office has valuable information including mileage guides, lodging and meal per diem rates, policy information, hotel tax exemption form, and a variety of other helpful forms and links.

<http://www.sfasu.edu/controller/travel/>

VEHICLE USE – (see Tish Bell, FOR 103-D or Christen Myles, FOR 103 Front Desk)

To be eligible to drive a College of Forestry vehicle, students must obtain a University Driving Permit from the University Police Dept. (Tish has the application form to complete and take to UPD). A copy of your valid Texas Driver's License and University Permit will be kept on file in the main office and should be updated as needed. Additional certification is required for driving vans, but is also available through UPD.

Graduate Students who have permission from their supervisor, may check out vehicles by submitting a completed Vehicle Requisition Form.

When checking out a vehicle, keys may be picked up and returned to the office between 8 a.m. and 5 p.m. If you will be leaving before 8 a.m., keys should be picked up before 5 p.m. the afternoon prior to your trip. A drop box for keys is available if you return after 5 p.m. *(Please do not keep the keys after your trip is completed, but return them promptly --- the vehicle may be checked out for someone else to use immediately after your return.)*

The following items are provided in each vehicle:

**Mileage Log – FILL IT OUT!** -record beginning and ending mileage, number of persons traveling in the vehicle, destination/purpose, **name of the driver**. (Mileage Logs are collected from the vehicles at the end of each month. If you are on an out-of-town trip which carries over to the beginning of the next month, you may be required to fax the mileage log for that vehicle to the office at 936-468-2489, or text a pic from your cell phone.) *Information on this form is used for various reports, so please write legibly.*

**Incident/Accident Reporting Information** – Contact numbers and step by step instructions for reporting incidents (dents, backing into trees/poles, towing damages), or accidents (hit parked vehicle, hit moving vehicle, run off road and hit tree, mail box, etc.) are in each vehicle and should be followed precisely. **If an incident or accident occurs, follow the instructions and contact the appropriate parties immediately.**

**Contact numbers:**

Vehicle difficulties, Mon.-Fri. 8 a.m. – 2 p.m. – Rick Luna 936-468-2456

Week Days after 2 p.m. – Univ. Motor Pool 936-468-5107

After hours/Weekends – UPD 936-468-2608

Incident - Report all damages to Supervisor; make report to Safety and Risk Mgmt. Dept. (936-468-4514) within 24 hours.

Accident – Immediately call police (911) or UPD (936-468-2608) and your Supervisor.

Make report to Safety and Risk Mgmt. Dept. (936-468-4514) within 24 hours.

- ❖ *In the event of an incident or accident, the driver is required to submit for drug/alcohol testing @ Occupational Health Center as scheduled by EHSRM.*

**US Bank Gas Card** – A gas card is assigned specifically to each vehicle and may be used to purchase fuel for that vehicle only. An odometer reading and pin # are required when using the cards. Receipts for fuel purchases need to be turned in to Ricky or Zach in the equipment room, or to Tish in the main office. **Be sure you write the vehicle number on the receipts and turn them in as soon as possible.**

**Be considerate of the next driver** --- remove trash, personal items, and your work equipment from the vehicle when you return it. **PERSONAL PETS ARE NOT ALLOWED IN DEPARTMENT VEHICLES.** Remember, the vehicle is property of the University and policies and procedures must be followed. Please act responsibly! Failure to abide by the rules set for vehicle use could result in loss of privileges to check out vehicles.

If you have questions or need assistance on travel/vehicle use, please do not hesitate to ask me.

Tish Bell, FOR 103-D

936-468-2680

belltd@sfasu.edu

# Stephen F. Austin State University

## TRAVEL REQUEST

Please fill in all blanks:

I,  Campus ID , desire to travel to

beginning on  September  01  2013  1  00  AM

, and returning on  September  01  2013  1  00  AM

The purpose of this travel is

I will be accompanied by

### ESTIMATED COST OF TRIP TO BE PAID FROM UNIVERSITY FUNDS:

(a) Airfare	<input type="text"/> \$0.00	<input type="text"/> Select Payment Method <input type="text"/>
(b) Other transportation	<input type="text"/> \$0.00	
(c) <input type="text"/> miles @ .40/mile	<input type="text"/> \$0.00	<input type="text"/> Mileage Reimbursement
(d) Lodging	<input type="text"/> \$0.00	
(e) Meals	<input type="text"/> \$0.00	
(f) Registration	<input type="text"/> \$0.00	<input type="text"/> Select Payment Method <input type="text"/>
(g) Other expenses	<input type="text"/> \$0.00	
TOTAL \$	<input type="text"/>	<input type="text"/> Calculate

SOURCE OF FUNDING: Account No.(s)  Amount \$

I suggest the following arrangements to take care of my classes during my absence, and if the travel is approved,

I will assume responsibility for making these arrangements and seeing that they are executed:

Class	Time of meeting	Arrangement suggested in my absence
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

I request advance travel funds in the amount of \$

Not eligible for corporate card

Team or group travel

Other, please specify

Title of person traveling:  Department:

Contact Person:  Phone:

Copy of Registration Itinerary Required  
If using Airfare Billing Form, Attach a copy to the travel request

Display Printable Results  Clear Form

**Travel Voucher**

<input type="text"/>	<input type="text"/>	<input type="text"/>
Name	Destination	Reference No.
<input type="text"/>	<input type="text"/>	<input type="text"/>
Address	Depart Date	Depart Time
<input type="text"/>	<input type="text"/>	<input type="text"/>
City, State, Zip	Return Date	Return Time
<input type="text"/>	<input type="text"/>	Select Job Classification <input type="text"/>
Phone	Campus ID	Job Classification

Date	Transportation/Duties Performed	Meals			
		Mileage	Lodging	B	L D
		0	0	0	0
		0	0	0	0
		0	0	0	0
		0	0	0	0
		0	0	0	0
		0	0	0	0
		0	0	0	0
		0	0	0	0
		0	0	0	0

Sub Totals:

<b>Please attach conference agenda</b>	Allowable Limits FOP	Other FOP	Other FOP	Total	<b>TRAVEL OFFICE USE ONLY</b>
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Airfare (receipt required)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Auto Rental (receipt required)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Taxi/Shuttle/Tolls etc (receipts required)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Personal car mileage <input type="text"/> @ 40/mile <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Meals	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Lodging (receipt required)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Lodging Tax	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Registration (agenda required) If Paid by traveler, receipt also required	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Parking (receipts required)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Other (receipts required - itemize) <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="button" value="Total Expense"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
LESS: Advance (enter as positive)				<input type="text"/>	
<input type="button" value="Due Traveler"/>				<input type="text"/>	
<input type="button" value="Due SFA"/>				<input type="text"/>	

## 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 travelling 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.

Name of exempt entity <b>Stephen F. Austin State University</b>	Exempt entity status (Religious, charitable, educational, governmental) <b>Educational</b>
Address of exempt organization (Street and number) <b>419 East College St. (PO Box 6109 SFA Station)</b>	
City, State, ZIP code <b>Nacogdoches, TX 75962</b>	

**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.

Guest name (Type or print)	Hotel name
Guest signature <b>sign here</b>	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 Hotel Occupancy Tax Exemptions

See Rule 3.161: *Definitions, Exemptions, and Exemption Certificate* for additional information.

### United States Federal Agencies or Foreign Diplomats (exempt from state and local hotel tax)

This exemption category includes the following:

- the United States federal government, its agencies and departments, including branches of the military, federal credit unions, and their employees traveling on official business;
- rooms paid by vouchers issued by the American Red Cross and the Federal Emergency Management Agency; and
- foreign diplomats who present a Tax Exemption Card issued by the U.S. Department of State, unless the card specifically excludes hotel occupancy tax.

Federal government contractors are *not* exempt.

### Texas State Government Officials and Employees (exempt from state and local hotel tax)

This exemption category includes only Texas state officials or employees who present a Hotel Tax Exemption Photo Identification Card. State employees without a Hotel Tax Exemption Photo Identification Card and Texas state agencies are *not* exempt. (The state employee must pay hotel tax, but their state agency can apply for a refund.)

### Charitable Entities (exempt from state hotel tax, but *not* local hotel tax)

This exemption category includes entities that have been issued a letter of tax exemption as a charitable organization and their employees traveling on official business. See *website referenced below*.

A charitable entity devotes all or substantially all of its activities to the alleviation of poverty, disease, pain and suffering by providing food, clothing, medicine, medical treatment, shelter or psychological counseling *directly* to indigent or similarly deserving members of society.

Not all 501(c)(3) or nonprofit organizations qualify under this category.

### Educational Entities (exempt from state hotel tax, but *not* local hotel tax)

This exemption category includes in-state and out-of-state school districts, private or public elementary, middle and high schools, Texas Regional Education Service Centers and Texas institutions of higher education (see *Texas Education Code Section 61.003*) and their employees traveling on official business.

A letter of tax exemption from the Comptroller of Public Accounts as an educational organization is not required, but an educational organization might have one.

Out-of-state colleges and universities are *not* exempt.

### Religious Organizations (exempt from state hotel tax, but *not* local hotel tax)

This exemption category includes nonprofit churches and their guiding or governing bodies that have been issued a letter of tax exemption from the Comptroller of Public Accounts as a religious organization and their employees traveling on official business. See *website referenced below*.

### Exempt by Other Federal or State Law (exempt from state and local hotel tax)

This exemption category includes the following:

- entities exempted by other federal law, such as federal land banks and federal land credit associations and their employees traveling on official business; and
- Texas entities exempted by other state law that have been issued a letter of tax exemption from the Comptroller of Public Accounts and their employees traveling on official business. See *website referenced below*. These entities include the following:
  - nonprofit electric and telephone cooperatives,
  - housing authorities,
  - housing finance corporations,
  - public facility corporations,
  - health facilities development corporations,
  - cultural education facilities finance corporations, and
  - major sporting event local organizing committees.

#### For Exemption Information

A list of charitable, educational, religious and other organizations that have been issued a letter of exemption is online at [www.window.state.tx.us/taxinfo/exempt/exempt\\_search.html](http://www.window.state.tx.us/taxinfo/exempt/exempt_search.html). Other information about Texas tax exemptions, including applications, is online at [www.window.state.tx.us/taxinfo/exempt/index.html](http://www.window.state.tx.us/taxinfo/exempt/index.html). For questions about exemptions, call 1-800-252-1385.



STEPHEN F. AUSTIN STATE UNIVERSITY

Arthur Temple College of Forestry & Agriculture  
P.O. Box 6109, SFA Station - Nacogdoches, Texas 75962-6109  
Phone (936) 468-3301 - Fax (936) 468-2489

VEHICLE REQUISITION

DRIVER: \_\_\_\_\_ DATE: \_\_\_\_\_

Beginning Date: \_\_\_\_\_ thru Return Date: \_\_\_\_\_

Destination: \_\_\_\_\_ Type of Vehicle Needed \_\_\_\_\_

Account #: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Vehicle Checked Out: \_\_\_\_\_

\_\_\_\_\_  
(Supervisor's signature if needed)

Processed by: \_\_\_\_\_

**Daily Report of Use of State-Owned Motor Vehicle**

For Month of \_\_\_\_\_ 20\_\_\_\_

License No. \_\_\_\_\_

Department: **FORESTRY**

**ATTENTION DRIVERS: YOU MUST RECORD THE NUMBER OF PERSONS CARRIED ON EACH TRIP!**

<u>Date</u>	<u>Speedometer Reading</u>		<u>Daily Mileage</u>	<u>No. of Persons in Vehicle</u>	<u>No. of Trips</u>	<u>Purpose/Destination of Trip</u>	<u>Name of Driver</u>
	<u>Begin</u>	<u>End</u>					

Total no. of trips this month: \_\_\_\_\_

Total no. of persons transported this month: \_\_\_\_\_

**Daily Report of Use of State-Owned Motor Vehicle**

For Month of \_\_\_\_\_ 20\_\_\_\_

License No. \_\_\_\_\_

Department: **FORESTRY**

**ATTENTION DRIVERS: YOU MUST RECORD THE NUMBER OF PERSONS CARRIED ON EACH TRIP!**

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	<u>Begin</u>	<u>End</u>					

Total no. of trips this month: \_\_\_\_\_

Total no. of persons transported this month: \_\_\_\_\_



## ATTENTION DRIVERS

In case of any type of vehicle difficulties please contact Rick Luna @ 936-468-2456 in the Forestry Department, Mon. – Fri. within the working hours of 8 a.m. – 2 p.m. If it does not fall within this time, please contact Bob Coker in the University Motor Pool @ 936-468-5107. If it is on the weekend or after hours, please contact UPD @ 936-468-2608 (or 1-800-816-4657) and they will contact the correct person/persons.

### **PLEASE BE AWARE:**

**Before any repairs or maintenance may be done to a vehicle while checked out on a trip, the Motor Pool (936-468-5107) will have to make arrangements through the University and give authorization to whoever may be providing the repair services.**

**❖ IN CASE OF AN INCIDENT OR ACCIDENT, FOLLOW REPORTING INSTRUCTIONS ON THE BACK!**

## INCIDENT REPORTING

### Report all damages immediately to Supervisor.

1 Report made to Environmental Health, Safety & Risk Management Dept. (EHSRM) 936-468-4532 or 936-468-4514 within 24 hours. From Mon – Fri 7 am to 4 pm driver/supervisor contacts EHSRM. After hours and on weekends driver/supervisor leaves a message for EHSRM. Environmental Health, Safety & Risk Management Dept. will contact Insurance Co., provide required information, and act as general liaison in the event of an accident. Information needed:

- Current TDL of driver
- Current Certification of driver
- Time and location/address of incident
- Driver information (address, telephone #, etc.)
- Specific nature of incident
- Type and location of damages to vehicle
- Names & addresses of passengers or witnesses
- Make
- Model
- VIN #

2 Incident examples

- Dents
- Back into trees/poles
- Towing damages

## ACCIDENT REPORTING

### Report all accidents immediately to police (911) or UPD (936-468-2608) and Supervisor.

- 1 Report made to Environmental Health, Safety & Risk Management Dept. (EHSRM) 936-468-4532 Or 936-468/4514 within 24 hours. From Mon – Fri 7 am to 4 pm driver/supervisor contacts EHSRM. After hours and on weekends driver/supervisor leaves a message for EHSRM. EHSRM will contact Insurance Co., provide required information, and act as general liaison in the event of an accident. Information needed:
  - Current TDL of driver
  - Time and location/address of accident
  - Specific nature of accident
  - Names/addresses of passengers or witnesses
  - Accident Report
  - Current Certification of driver
  - Driver information (address, telephone #, etc.)
  - Type and location of damages to vehicle
  - Contact information of investigating official
  - Make, Model, and VIN #
- 2 Drug/Alcohol test administered –
  - Driver of accident must not drive SFA Vehicle until after test results.
  - From Mon – Fri 7 am to 4 pm driver required to submit drug/alcohol test @ Occupational Health Center as scheduled by EHSRM.
  - After hours and on weekends driver/supervisor must leave a message for EHSRM.
- 3 Driver cooperation with Insurance Adjuster required.
- 4 University Insurance covers a drivers' liability if he/she is:
  - An approved University Driver with a current Certification Card issued by UPD.
  - Operating the vehicle with permission and in an official capacity.
- 5 Accident Examples
  - Hit parked vehicle
  - Hit moving vehicle
  - Run off road and hit tree, mail box, etc.