Travel Preparation

Application & Voucher

TEXAS TECH UNIVERSITY

Administration and Finance Information
Systems Management
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Texas Tech Online Travel System

Purpose: To provide preparers with information to successfully complete documents using the online
travel system.

- Travel must be for the benefit of the institution
- Travel Expense may be reimbursed only if the purpose of the travel involves official state
  business and is consistent with the university’s legal authority.
- The university shall minimize the amount of travel expenses reimbursed by ensuring that each
  travel arrangement is the most cost-effective considering all relevant circumstances.

Online Travel System

Supports travel for:

- TTU Employees
- Prospective Employees
- Students – Both Graduate and Undergraduate

Is not used for:

- Employee moving expenses
- Non-Employee Travel
  - Speakers or Participants

Travel Application

Is to be submitted on all travel whether supported by university funds or funded outside of university.
If a trip occurs without an application being submitted, following the trip, you must submit
application, wait 3 hours and then submit a voucher in order for the traveler to be reimbursed.

- Domestic Travel – Submit 2 weeks prior to trip state date
- International Travel – Submit at least 50 days prior to trip start date
  - Requires approval from Office of International Affairs (OIA)
  - Requests for travel to a nation that is under a Travel Advisory issued by the U.S. State
    Dept. will not be approved
- Student travel requires the Emergency Contact Release Form and the Release &
  Indemnification Agreement Form to be completed

Travel Voucher

The travel voucher is to be submitted when the trip is completed.

- Submit no later than 60 days after the trip is complete
  - If TR or Advance was processed, must be completed within 15 days of trip end
  - Failure to submit within 60 days after trip end date causes reimbursement to become
    taxable to the traveler and is report to Payroll as taxable income.
- Only one employee per voucher
- In comments section of voucher, advise travel services that receipts are attached and that
  voucher may be processed.
- Starting Sept 1, 2017 or later, those using state appropriated funds (11xxxx-14xxxx) will be
  required to use a State travel card for all expenditures.
  - Any allowable travel related expense not purchased with a state card will required non-
    appropriated funding.
The Online Travel System

The travel system is used when employees / students are traveling on behalf of TTU. The first step in this process is to submit a Travel Application, which must go through an approval process. When the application is submitted, funds are encumbered. Once the trip is complete, a Travel Voucher is submitted so that the traveler can received any due reimbursement.

From Raiderlink – click on Travel within the Procurement Services Channel

The first step in this process is to submit a Travel Application, which must go through an approval process. When the application is submitted, funds are encumbered.

Select Applications on the left menu, then select “Create a new Application”

Proceed to sign in using eRaider Username and Password
Select Travel Type

Click inside the radio button to the left of the type of travel being prepared

Identify the Traveler

Enter R# of traveler in search field, select search

- R# search is prepared over name search as persons with same name exist on campus
  - % is the wildcard for searching if doing a name search
  - If searching for name, please search by legal name

Note **If no results are returned, make sure the search criteria being used is accurate. Try again. Search diligently to prevent a person from having multiple identities within the system.

New Vendor Request

If no results are generated for the search, a New Vendor Request will need to be submitted

- Click New Vendor Request as shown below:
Complete the form as detailed below:

- If for an employee Address 1 field must include the mailstop
- If the person does not have / provide Social Security number, process travel via TechBuy
- Complete form, review for accuracy, click “Submit”.

The person who submits the request will receive an email from Vendor Services once the Vendor ID is created. Then the travel application can be processed for the traveler.

**Select Traveler**
Click on active R number in the first column to choose traveler
- Select active R number link that has Mail Stop in Address 1 field for employee where possible
Select Travel Supervisor

The person selected as supervisor is required to approve the voucher for the trip. This auto-populates with the employee’s supervisor based upon the data in Banner. However, a different person can be identified as long as the position they hold is superior to that of the traveler.

Basic Trip Information

Enter plans for the trip. Include the following in Travel Explanation / Comments section:

- Name of paper if presenting a paper
- If not department from location of assignment (Lubbock / offsite campus) explain why
- Provide purpose and benefit to campus; avoid using acronyms
Vacation

If vacation will be combined with travel event, this section of the application must be completed. The traveler will not be reimbursed for expenses on these days.

Provide the details regarding vacation in boxes provided. Select Next when complete.

Air Travel – Business Travel Account (BTA) / Transportation Request (TR)

For airfare purchase if the traveler does not have a travel card, the University has a Business Travel Account (BTA), also called a Transportation Request (TR), that can be used to pay for the airfare expense. If wanting to exercise this option, select the check box provided and complete section shown below. If not requesting a BTA / TR, select Next.

Estimated Expenses

This page is used for estimating the cost of the trip for the purpose of encumbering funds in order to reimburse traveler for expenses. Try to be as accurate as possible, understanding that the amounts entered on the voucher will true up any differences. Do not include any costs prepaid by the university through a Purchase Order, Pcard or other means

- For travel that will not encumber university funds, place a -0- in the applicable fields
- If public transportation or apartment rental are involved, use link “Show other expenses”
- Registration fees should be paid with Pcard (TTU/HSC) or Purchase Order (TTU only)
- Utilize hyperlinks provided to find allowable rates as needed
  - Department can set a lower per diem rate than what is shown in the GSA Website
- Include Prepaid expenses if traveler used personal funds to pre-pay
- If estimating costs for a conference, use conference brochure for cost details as applicable. You will scan and attach a copy of the conference brochure to both the application and to the voucher.

When estimated expenses have been entered, ensure that the FOP(s) supporting the travel have sufficient funds for the trip. If they do not, take necessary action to have funds available prior to submitting the application. If funds are available, click “Next”

** TechBuy can be used for securing rental cars. This isn’t allowed on state funds. (11-14)
Account Distribution

Enter the FOP(s) that will support the trip expense. Verify that the FOP(s) have funds to support the travel.

- If splitting between FOP(s), enter first FOP and amount to be paid by it, select Add, then enter next FOP and amount to be paid by it.
- The Amount must match the Total Expenses

Selecting “Add” causes the FOP(s) to be displayed in the chart below the entry boxes. Review entry.

- Select Edit to modify entry
- Select Delete to remove all and start again
- The estimated amount and allocated amount must match
- Select Next when complete
Travel Advance

An advance is provided to assist traveler with expenses and will be provided 2 days prior to the trip. Advance can be requested for:

**Airfare** – must provide credit card statement showing charges

**Prepaid Expenses** – for expense paid by traveler and must provide credit card statement or receipt showing charges

**Lodging and Meals** – up to 90% of the expense listed on the application if at per diem rates per GSA website

**Other Expenses** – Additional expenses up to $100 for taxis and shuttles when needed.

If advance is not desired, choose “Next”.

Complete applicable field(s) for needed advance. There are 4 conditions provided in the application that disqualify a person from receiving an advance. They display once “I would like an advance” is selected. If advance is not desired, choose “Next”.

![Advance Form](image_url)
Travel Summary

This is provided to allow review application for accuracy prior to submission. Once submitted the application cannot be edited. Each section has an active link that returns preparer to section for editing. The back button should not be used in the Online Travel System.

General Information Summary, choose link to edit:

Estimated Expenses, choose link to edit:

Accounts, choose link to edit. Review available funds prior to submitting application. If funds are not available, do not submit application. Correct budgets prior to submission.

When correct, select “Everything Looks Correct – Submit This Application” found in lower left:
Application Accepted

If neither Advances nor BTA was requested, the application will submit and the trip number will be provided. The trip number is the Document Reference Number used to track activity in Cognos.

If either was requested, in addition to application number the link to provide supporting documentation displays.

If documentation is available, upload after application submitted. Make sure that any Personally Identifiable Information has been redacted. To attach, select “Browse”, then “Upload”. Provide description if desired. Choose “Save Changes”.

Advance/BTA Documentation for Application 1700078

NOTE REGARDING MS OFFICE FILES: When opening Office files (Word, Excel, etc.) you may receive a warning about the file being corrupt. You may safely ignore this message. The file storage system makes slight modifications to the file but does not do so in such a way as to overwrite important information.
If needed documentation is not available when application is submitted, you may attach later. To access the submitted application, choose “Applications” in left menu of Online Travel System > Advance/BTA Documentation. Choose the appropriate “View/Add” link within the column Advance/BTA Documentation for the trip. Attach document(s) following instruction on previous page.

### Applications

The following is a list of applications you can view by clicking on the application number. You only have access to your own applications as well as those you’ve entered for someone else. By default, the list will show applications entered within the last two months starting with the most recent. You may change this by editing the date in the box at the bottom of the page and clicking the button.

<table>
<thead>
<tr>
<th>Travel ID</th>
<th>Vendor ID</th>
<th>Name</th>
<th>Destination</th>
<th>Start Date</th>
<th>Status</th>
<th>Advance/BTA Documentation</th>
</tr>
</thead>
<tbody>
<tr>
<td>1700078</td>
<td>R00376985</td>
<td>Jennifer L. Lindsey</td>
<td>Atlanta</td>
<td>4/25/2017</td>
<td>Application Submitted</td>
<td>View/Add</td>
</tr>
</tbody>
</table>

### Tips for Uploading Documents in the Online Travel System

- Redact any Personal Identifiable Information prior to uploading document(s). This includes credit card numbers (leave final 4 numbers), bank account numbers, etc.
- Original receipts should be taped to a blank sheet of paper prior to scanning. Do not tape any printed portion of the receipt
- Ignore warnings about a corrupt file when opening files in the Online Travel System
- Documentation for Travel Advance will be uploaded during Application stage or afterward using links provided in Applications > Advance / BTA Documentation
- If uploading all receipts on Main Expense page of voucher, choose category “Other” as the expense category
- If there are no receipts to submit, upload a document advising that no receipts are being submitted or submit a comment in the Online Travel System to alert Travel Services that the voucher is ready to review
- Supporting documentation that is submitted with the application is also required for the voucher. The Application and Voucher are two separate documents. In order to calculate the correct reimbursement and clear advances, the expenses need to be submitted with the voucher as well.
- Notification via the Comments Section in the Online Travel System is required for vouchers that have manual signatures. The documentation containing the manual signature needs to be scanned in with the voucher.
- Retain original receipts until the Travel Voucher has been approved by the Travel Office. Once approved by Travel Services, the receipts may be destroyed.
The Travel Voucher

The voucher should be completed, approved and submitted to Travel Services within 30 days of return to headquarters. When travel advances have been provided, vouchers are due within 15 days. If an advance was received and traveler waits more than 60 days after return to file voucher, the funds advanced will be taxable according to IRS Guidelines.

From within the Online Travel System, select “Voucher” in the left menu, then “Fill Out or Complete Voucher”

Voucher – Select Traveler

- R# search will return one person only
- If utilizing name search, select correct traveler.

Within search results, click on the R# of traveler

Select the Trip

A traveler may have more than one application open, choose correct trip.
Basic Trip Information

This page populates based on what is entered in the application. If plans changed or if an error was made on the application it will be corrected on the voucher.

- Verify dates are correct; modify if needed
- Enter time of departure
  - For air travel, departure can be up to two hours before flight departure
- Enter time of return
  - For air travel this is when the plane lands. It is not when traveler exits the airport.
- For vehicle transportation, time of return is when traveler arrives at headquarters /residence.
- Travel Explanation / Comments is used to provide details regarding variances to plan:
  - If plane arrive later than scheduled, explain why in this section
  - If a cab was used in addition to having a rental car, explain why
  - If trip was extended, explain why

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**Dates of Travel**

Please check the dates and select the hour of departure and return for the dates of travel.

<table>
<thead>
<tr>
<th>Date</th>
<th>Return</th>
</tr>
</thead>
<tbody>
<tr>
<td>4/4/2017</td>
<td>4/7/2017</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Time</th>
<th>AM</th>
</tr>
</thead>
<tbody>
<tr>
<td>✓</td>
<td>✓</td>
</tr>
</tbody>
</table>

**Originating Locale:**

- City: Lubbock
- State: Texas
- Country: USA

**Destination:**

- City: Atlanta
- State: Georgia
- Country: USA

**Purpose:** Present Paper

**Travel Explanation/Comments**

The traveler is presenting a paper titled "Living in West Texas with Winds." The purpose of this is to educate those from other university's about this area and the challenges faced by our residents whose industry is affected by the winds. The benefit will be a collaboration with others who live in like areas to address and understand the challenges of winds, with the hope of being able to help the residents of the area cope with effects.

Any explanations needed will be provided in this space.
Expenses

This page provides links to specific expense types for submission of costs incurred. Incurred costs are entered by expense type; select the hyperlink in the top section of the page and provide details as required. Once all expenses are entered, the voucher will be electronically submitted for approval.

- Receipts for all expenses will be uploaded with the application, along with the conference brochure, if applicable.
  - Redact any personally identifiable information (bank account numbers, credit card numbers, etc.) prior to uploading.
  - The receipts should be grouped by expense type and can be uploaded on the main expense page (preferred) or on the page or each expense type.
Commercial Airfare Expense

Provide required details regarding airfare.

- Enter cost of ticket only in the top section of this page
- Agency Fees, if incurred, are entered in the lower part of the page
- Baggage Fees, if incurred, are entered within “Other” on a different screen

Select “Next” when page is complete

The FOP distribution entered in the application displays with amount entered on the voucher. To edit FOP, select link “add another FOP”. This link allows changing of FOP or splitting between FOPs.
Upload Documentation

Receipts for expenses can be uploaded following entry of details for each “Expense Type” rather than on the Main Expense Page, if desired.

Browse Desktop and select desired document

When Upload is complete, enter description of document, select “Next”

Once an expense type is complete, the user is redirected to the main expenses screen.

- The check mark indicates that Commercial Air is complete
- The page icon indicates expenses were uploaded at expense type page
- Select next applicable link and continue until all expenses are entered
Hotel and Hotel Tax Expense

Complete form providing details based on lodging receipt(s)

- Receipt from hotel must show to be paid
- Taxes are not included with the night rate
  - Enter Taxes in the nightly taxes field
- If for instate lodging, taxes if charged will not be reimbursed
- If different rates for hotel were incurred, enter each amount separately, including taxes and number of nights at that night rather than averaging for the trip
- If City/County does not populate in drop down, select “Other”
- Review, edit if necessary.
- Select Next

Hotel and Hotel Tax Expense

For all in-state and out-of-state meals and lodging, you may only choose a city or county if that was the actual location of your activities. If the actual location is not listed, choose Other.

Nightly rate (before taxes): $112.00
Nightly Taxes @this rate: $15.67
Number of Nights: 1
City: Atlanta -OR- Fulton / Dekalb / Co
Locality Rates: Allow me to exceed locality rates

Requested Amt | Allowed Amt | Max State Amt* | Unused Meals | Req Tax | Allowed Tax | Max State Tax | Nights | City | Date
--- | --- | --- | --- | --- | --- | --- | --- | --- | ---
Edit | $112.00 | $112.00 | $112.00 | $69.00 | $15.67 | $15.67 | 1 | Atlanta | 4/4/2017
Edit | $112.00 | $112.00 | $112.00 | $69.00 | $15.67 | $15.67 | 1 | Atlanta | 4/5/2017
Edit | $112.00 | $112.00 | $112.00 | $69.00 | $15.67 | $15.67 | 1 | Atlanta | 4/6/2017
Totals | $336.00 | $336.00 | $336.00 | $207.00 | $47.01 | $47.01 | 3

Combined Total of Allowed Hotel and Hotel Tax Expenses: $336.00

* The allowed amount up to the Federal Locality Based Rate (FLBR) and including any unused meal expense (Unused Meals above) for that day. Unused Meals amount is the FLBR allowed meal amount less any claimed meal expense for that day.
** If you exceed locality rates, you will typically need a local account on which to apply any excess. Uncheck if you want to be strictly limited to the locality rate.

Next> Reset
Delete Entire Hotel/Hotel Tax Expense
Review of Hotel Expense Allocation

The allocation of expense per FOP display on this page

- To add / modify FOP distribution use the “add another FOP” link
- For Sponsored Program (Grant) accounts, the “Remove Restricted FOP Limits” may be selected; proper documentation must be attached to voucher
- Select Next when review is complete

Hotel and Hotel Tax Expenses

In the tables below, indicate how you wish to distribute each expense. When done, click next to go back to the expense selection page. Do you need to add another FOP?

Remove restricted FOP limits. (For TTU only - must provide appropriate authorization and documentation.)

Hotel Expense Allocation:

The total you must distribute is $336.00. Based on federal locality rates, the maximum you may distribute among all restricted FOPs is $336.00.

Distribute Amounts Evenly (will put maximum allowed on restricted FOPs)

<table>
<thead>
<tr>
<th>FOP</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>T-16A050-A00000-400</td>
<td>168.00</td>
</tr>
<tr>
<td>T-16A085-C10000-600</td>
<td>168.00</td>
</tr>
<tr>
<td><strong>Total:</strong></td>
<td><strong>336.00</strong></td>
</tr>
</tbody>
</table>

Hotel Tax Expense Allocation:

The total you must distribute is $47.01. The maximum you may distribute among all restricted FOPs is $47.01.

Distribute Amounts Evenly (will put maximum allowed on restricted FOPs)

<table>
<thead>
<tr>
<th>FOP</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>T-16A050-A00000-400</td>
<td>23.51</td>
</tr>
<tr>
<td>T-16A085-C10000-600</td>
<td>23.50</td>
</tr>
<tr>
<td><strong>Total:</strong></td>
<td><strong>47.01</strong></td>
</tr>
</tbody>
</table>

**The next page of the voucher is the Hotel and Hotel Tax Receipt documentation page. Upload applicable documentation if choosing to do so at the expense type level. Review page XX of this training guide for instruction**
Personal Auto Mileage Expense

Enter information in spaces provided for personal auto mileage expense

- Enter round trip miles supported by MapQuest printout
  - Total miles for trip to and from airport would be one entry
  - If traveling to different locations, enter each trip separately
- Select Next when complete

**Next page is FOP details, followed by Documentation Upload, view previous examples for instruction

Parking Expense

Provide expense details in space provided, if more than one receipt, enter each separately. Select Add Expense, then Next when complete. This page is followed by FOP details and Documentation upload
Apartment Rental Expense

Enter details of expense:

- Name of Apartment
- Duration in Days, Weeks or Months
- Total Amount
- Select Add Expense, Select Next

**Next page is FOP details, followed by Documentation Upload, view previous examples for instruction**

Food and Entertainment

Utilize this section when meals with donors, prospective employee, training seminar, etc occurred during the travel event. It is not used for daily meal expenses. The Food & Entertainment Form must be completed and submitted with this expense type.
Meals Expense

In order to receive reimbursement for meals, this section must be completed. The details are to be entered at the cost per day rather than cost for trip.

- Meals are not reimbursable if the trip did not include an overnight stay
- Enter -0- if meal was provided to traveler without cost
- If meal cost was included in registration fee enter -0-
- Do not mix per diem and actual rates on voucher
- If meal is provided at no cost but traveler elected to eat elsewhere, receipt for that meal must be included with voucher (whether claiming per diem or actual)
- Alcohol with individual meal is not reimbursable
- Per Diem for meals follows following breakdown:
  - 20% for breakfast
  - 30% for lunch
  - 50% for dinner

**Next page is FOP details, followed by Documentation Upload, view previous examples for instruction**

Departure / Arrival Time Meal Reimbursement Guidelines

- Departure prior to 8 a.m. allow full day of meals
- Departure after 8 a.m. prior to 12 noon allow lunch and dinner
- Departure after 12 p.m. and prior to 5 p.m. allow dinner
- Arrival after 9 a.m. allow breakfast
- Arrival after 1 p.m. allow breakfast and lunch
- Arrival after 7 p.m. allow full day of meals
Rental Car Expense

Enter the information for rental car expense in the fields provided. If there are multiple contracts for rental cars during one travel event, the expense will be entered separately. To do this, add one rental event, select Add Expense. Add next rental event, select Add Expense. Select Next when finished.

**Next page is FOP details, followed by Documentation Upload, view previous examples for instruction**

Taxi, Shuttle and Limousine Expense

Each expense should be entered separately. Provide description and amount of expense

- Taxes for taxi are itemized with taxi expense
- Receipts not required if less than $100
- Provide explanation if taxi and rental car are used on same travel event
Registration Fees Expense

These should be paid with Pcard or via TechBuy (TTU). Include only if traveler had to pay for registration upon arrival.

Other Incidental Expenses

This supports submitting expense baggage fees, fuel for rental car, toll fees, business copying charges, required immunizations, Visa Fees and such. Except for toll fee expense, receipts are required. Enter each expense separately.
More Transportation:

Used for these expense types:

- Bus – Chartered or other
- Train
- Public Transportation

Within the online travel system, each expense type will have its own header identifying the expense. Enter each expense separately rather than combing all together. Once entered, select “Next”.

Final Steps

Review expenses claimed so far for accuracy. Note Icon Legend in screen shot below that indicates if expense types balance and if documents have been uploaded.
All receipts can be uploaded at one time on the Main Expense Page. Notice the link provided. There are links to specific pages of the Online Travel System to be used if changes are required. For any comments, select the “Edit trip description”

**Prior to submitting select “Messages for this Voucher”, add comment that receipts are attached and reimbursement can be processed.

Voucher Summary

Total Amount claimed displays. To edit, return to “List of Expenses” link within the box on the right of the window. View worksheet by selecting hyperlink provided. When review is complete, choose submit. Note that the amount of reimbursement may not be the amount requested. The Travel Office may modify claims due to state or university policy restrictions.
Signing a Voucher

To electronically sign a voucher select the Voucher link in the left menu then Sign my Voucher:

Choose the trip for which signature is being provided

Review Summary of Voucher. Note bottom line “Show Items Pending Your Signature”. Select and follow instructions to electronically sign the voucher.

The traveler is required to certify that all of the original receipts associated with the trip were submitted to preparer for processing. Once certification is made, traveler can select “Electronically Sign This Voucher”.
Messages / Comments

Once a trip number is established, you may add messages/comments related to the trip through the system. Comments are automatically sent to TTU Travel Office staff, the traveler, the preparer and any person who has participated with a previous message / comment. Additional emails may be added as well. Choose Help Resources > Contact Travel Office Regarding a Trip

Select Trip ID, reviewing traveler and Destination for accuracy. This screen can be used to view all message for a particular trip as well.

Enter comments in the text box, select “Add Comment”. Use the link “Add Email” to include others in the conversation. Travel Services is able to view all emails sent via the Online Travel System for TTU travel.
E-mailed messages are delivered from travel2@www.fiscal.ttuhscc.edu. Please do not respond to this address. A link is provided within the body of the email to access the message or make other comments.

Group Travel

The travel application and voucher are submitted in the sponsor’s name or in the name of a full time employee. A list of all traveler’s names and R-numbers should be included on both the application and the voucher.

- Advances are issued for 90% of estimated expenses and will be advanced to the sponsor
- Itemized meal receipts are required if claiming actual cost or a form must be submitted with student signatures showing a per diem was received
- All group travel expense are itemized separately under “Other Expense”, unless claiming airfare and if purchased with TR it is itemized with airfare expense

Rather than using the Online Travel System for Group Travel, a “Travel Advance Card (TAC)” may be used. The TAC is issued for a specific period of time with a specific dollar amount issued on the card according to the budget provided for the group travel. It is issued to the group sponsor. Complete a Request for a Travel Advance Card with an explanation of travel, a list of R-Numbers and / or names of individuals included in the group travel and the dollar amount requested broken down into how that amount will be used. Email the request to Travel Services travelservices@ttu.edu. Provide a valid FOP with sufficient funds to cover the request. The Organization Financial Manager must approve the request.

Link to Request for TAC:
Travel Guidelines when using State Appropriated Funding

The State Travel Management Program (STMP) has updated the Texas Administrative Code (TAC), Section 20.413, to require a state travel credit card be used for all travel expenditures when using state appropriated funding (funds beginning 11xxxx through 14xxxx). Texas Tech University (TTU) began enforcing this TAC effective September 1, 2017. In order to be in compliance, travelers using state appropriated funding must apply for a State of Texas Individual Bill Travel Card. Any allowable travel related expense not purchased with a state card will require non-appropriated funding (all TTU funds except 11xxxx – 14xxxx unless limited by sponsoring agency).

Individual Bill Travel Card Application forms are available under the Travel header. Completed forms may be mailed to MS 1094 or emailed to travelservices@ttu.edu. These cards are issued to individuals and payment to Citibank is the sole responsibility of the cardholder. These cards may only be used for official TTU travel related expenses.

The following is additional information regarding the use of state appropriated funding. Refer to OP 79.08 for the TTU travel policy for all funding types, including state appropriated funds.

Airfare

- Select Travel Agencies, SWABIZ, and Transportation Requests (TR) may continue to be used as these methods are paid by a State of Texas credit card. Instructions for using University Travel Agencies, SWABIZ, or TR’s are available under Travel Services header.
- Travel Agency Fees may not exceed the State of Texas contract rate with National Travel Systems (currently $11.79 per trip). Agency fee overages will not be permitted on state appropriated funds but may be allocated to non-appropriated funding.
- The class of transportation or fare class code is required on the airline receipt when using state appropriated funding (i.e. economy). Employees must obtain the lowest available airfare. First class, business class, early bird fees, extra leg room and travel insurance is not allowed on state appropriated funding and requires a Travel Exception Form.

Rental Car

Employees must select the most cost effective mode of transportation and utilize a TTU rental car contract. TTU has rental car contracts with Enterprise/National; Avis/Budget; and Hertz. Contract details are available in the Online Travel System under Help >> Links >> TTU Rental Car Rates. The rental rates include LDW (loss / damage / waiver) and comprehensive and liability coverage. Sub Compact, Compact, Intermediate, Standard and Full Size vehicles may be rented from one of the contracted vendors. Vans and SUVs are permitted when three of more TTU travelers are participating in the same trip. This must be stated on the travel voucher (Note: 15 passenger vans may not be rented in accordance with OP 79.13).
- The Mileage Calculator (under Help >> Links) must be used to determine the most cost effective mode of transportation when determining whether to use a rental car or a personal vehicle. Personal vehicle travel outside the Texas/New Mexico/Oklahoma areas must be compared to the cost of airfare if purchased at least 30 days in advance of travel. Documentation for the above will be required with the travel voucher when using state appropriated funding.
- Rental cars using direct bill (Purchase Orders) may not be processed using state appropriated funds.
**Lodging**

Lodging reimbursements for in-state and out-of-state travel, but within the contiguous U.S., are limited to the rates set forth by the [U.S. General Services Administration](https://www.gsa.gov) (GSA). Employees traveling to localities not specifically listed are limited to the greater of the GSA's standard per diem rates or State of Texas rates.

Overages for lodging and hotel tax expenses that exceeds these rates may not be processed using state appropriated funding; however, only non-appropriated funds may be used for the overages when the stay includes the conference hotel (documentation required) or with a completed and approved Travel Exception Form.

**Miscellaneous - Not Allowed on State Funding:**

- Student or non-employee travel;
- Foreign travel (including Canada and Mexico);
- Gratuities;
- Food and entertainment expenses;
- Alcohol;
- Missing Receipt Forms (all expenditures must have the appropriate documentation); and
- Exception Forms (all expenditures on appropriated funds must comply with travel guidelines).

**Travel Services Resources**

- Email Address: travelservices@ttu.edu
- Phone: 806-742-4517
- Travel Website
- Travel FAQs under Travel Services
- Training & Work Aids under Travel Services
- Travel Forms under Travel Services
- Travel OPs Section 79