April 25, 2014

Good Afternoon Travel Preparers,

The following is some updated travel information. Please share as needed with your travelers.

**Travel OPs**

Travel Operating Policies and Procedures have been updated and posted under Section 79 Travel [http://www.depts.ttu.edu/opmanual/](http://www.depts.ttu.edu/opmanual/) Some of the updates include:

- Transportation Requests and Advances may be obtained for any traveler (even if they have a Travel Card) as long as the traveler does not have outstanding travel and/or the trip does not include personal travel
- A maximum of $100 may be advanced for taxi’s, shuttles, gasoline, etc.
- Lodging expenses for travel outside the contiguous U.S. are limited to the rates set forth by the U.S. Department of State [http://aoprals.state.gov/content.asp?content_id=184&menu_id=78%20](http://aoprals.state.gov/content.asp?content_id=184&menu_id=78%20). The Travel Exception Form will be required for expenses that exceed the per diem unless at a conference hotel (conference documentation required).
- Departure time is calculated at 90 minutes prior to actual flight time
- Receipts are required for individual parking and toll expenses that exceed $100
- Reimbursements for restaurant staff for itemized receipts may not exceed 20% (institutional funds only)
- Taxi gratuities may not exceed 20% (institutional funds only)

**FY15 Travel**

FY15 Travel Applications that require advances for prepaid expenses or transportation requests may be entered in the Travel System with the following restrictions/conditions:

- No State FOP’s may be used (funds that begin with 11, 12, 13 or 14)
- No Multi Year (SPAR and Plant) FOP’s may be used (funds that begin with 19, 21, 22, 23, 29, 39 and 91)
- FOP elements must be valid (will be a valid budget for FY15)

The applications will be held in the Travel System until FY15 budgets are loaded and all pending encumbrances will then be processed. FOPs may be changed to the appropriate funding when vouchers are entered.

**Miscellaneous Requests** please to assist us in expediting travel vouchers:

- Do not tape receipts on both sides of paper as this makes scanning very difficult
- Do not tape over printed portions of receipts
- Estimate as accurately as possible when requesting non-prepaid expense advances.
- If booking on Expedia or other online booking tool, we need a breakdown of the lodging and tax expenses as well as the hotel information. This can be obtained at the time of booking.
- Include conference material for any conference related travel.