Travel Updates – TechAnnounce 6/28/2012

FY13 Travel
FY13 Travel Applications cannot be entered in the Travel System until the FY13 budgets are loaded. Once the FY13 budgets are available, advances for prepaid expenses can be processed.

FY12 Travel Deadlines
Travel Applications to be processed against FY12 funds must be entered into the online travel system by 4:30 p.m. on Friday, August 31, 2012. Applications not entered by the deadline will be encumbered on FY13 funds.

In order to ensure that travel expenses are processed against the correct fiscal year funding, we require that travel vouchers be submitted online and documents sent to Travel Services (MS 1094 or Drane Hall Room 347) within five working days after the traveler’s return to home office, or no later than 5:00 p.m. on Tuesday, September 4, 2012. Vouchers submitted after September 4, 2012 for amounts exceeding what was originally encumbered on the travel application will be processed against FY13 funds.

Gratuities
Gratuities are not a reimbursable expense when using state funds.

A traveler may be reimbursed for reasonable tips and gratuities incurred during travel for official business.

Guidelines for tips and gratuities:

- Airport porters $1 per bag
- Hotel bellmen $1 per bag
- Restaurant wait staff 18%
- Chambermaids $1 per night
- $1 for special services
- Valet $2
- Taxi Drivers 15%

Some lodging establishments and restaurants include a gratuity in the price, in which case an additional, voluntary tip is not reimbursable. Should a gratuity be included by an establishment that is other than 18%, reimbursement will be given based on the establishment’s charge.

Memberships
Memberships that are included with the registration fee processed through the Travel System may be included as long as the membership is on the University’s approved membership list. The list is available on the Travel Services Forms page http://www.depts.ttu.edu/procurement/travelservice/travelforms.asp Please include a copy showing that the membership is on the approved list with the voucher. The membership portion should be entered under Other Expenses with the appropriate account code.

Please contact travelservices@ttu.edu with any questions you may have.