July 18, 2012

Good Afternoon,

You are receiving this email because you have been a Travel Preparer in the TTU Travel System during this fiscal year. If you would like to be taken off this distribution list and/or know of someone that should be included, please contact me.

Please see the following news/announcements regarding Travel. Please pass this information on to any of your travelers that may be interested.

National Travel Systems Contact Information

Lori Garcia of National Travel Systems has advised us that her last day with NTS will be on July 19th. Please do not email her or call her directly after that date. NTS phone number is 800-542-0452 or you may email ttutravel@nationaltravelsystems.com

Travel Advances

We no longer require the use of the State of Texas travel card in order to process advances for prepaid expenses, personal credit cards may also be used.

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.

Travel Website

We are in the process of updating the Travel website with links, job aids, forms, FAQ’s, etc. http://www.depts.ttu.edu/procurement/travelservice/index.asp The FY12 Procurement Deadlines are also located on this site under News and Announcements.

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

Thank you,

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