July 31, 2013

Good Afternoon Travel Preparers,

**Travel System**

We have been working with the Travel System Programmers and have implemented the following changes to the Travel System:

- Allow Travel Applications for future fiscal year to be entered prior to budget load, including those with advances or BTA’s. Restrictions/Conditions to this are:
  - No state FOP’s may be used (funds that begin with 11, 12 or 13)
  - No Multi Year FOP’s
  - FOP elements must be valid
  - The travel system will hold the encumbrances for applicable trips until the day that budgets are loaded. Once budgets are loaded, all pending encumbrances will be processed.

- Ability to add comments for mid-level voucher denials (e.g. supervisor/SPAR) – Anytime a voucher is denied by a supervisor, SPAR, or other similar mid-level approver, the approver will have the capability to provide comments on the reason for the denial. This reason will be sent to the preparer and the traveler in an email.

- Allow changing trip description without starting voucher over. We’ve included a new link on the main voucher page at the bottom—same area where you add a FOP or change supervisor. The link will have a popup text box and allow the user to change the trip description without having to start the voucher over completely.

- Applications can be cancelled by Preparer as long as an advance or BTA has not already been approved.

**Rental Car Contract**

A new contract for Avis/Budget has been established on the UT Alliance, additional information is attached. In order to receive the discounted rates, you will need to enter the following rate codes when making reservations:

- Avis Discount #S828019
- Budget Discount #R524119

Additional car rental agreement codes will be announced as they become available.

**Bell Travel**

The owner of Bell Travel Services, Deborah O’Connor is on vacation until August 5th.

**Course Fees**

Course Fees (16C funds) may not be used for travel expenditures with the exception of travel for guest speakers. For a breakdown of allowable and non-allowable purchases for all fund types, please see the Listing of Allowable and Non-Allowable Expenditures Based Upon Funding Type [here](http://www.depts.ttu.edu/procurement/purchasingContracting/Training%20and%20Work%20Aids/index.asp)