**College of Education Travel Reimbursement Procedure**

Travel reimbursement is a multi-step process. You will complete and submit two forms. The first is the travel request form. The second is the travel expense reimbursement form. You will not be reimbursed for your trip until both have been submitted.

1. Complete the Travel Request Form (TRF). This must be completed at least 14 days PRIOR to your trip. If you are traveling internationally, you must complete the TRF at least 30 days prior to your trip. The TRF is required regardless of funding source and ensures you are covered by TTU liability insurance during your travel.
2. Submit via email to your travel supervisor and copy your respective accountant.
3. If requesting an advance payment, at least 5 days prior to your trip, ensure you have received your funds. You can check your personal bank account to verify.
4. No expenses should be incurred until your travel supervisor approves the trip.
5. Once you have returned from your trip, complete and submit the Expense Reimbursement Form (ERF) to your accountant. You will also include all necessary receipts.

Who to contact:

* Lyndsey Crawford, 806-834-2923, C&I and TED departments
* Wendi Weitman, 806-834-3776, EPLC, SPED, and administrative offices
* Tena Gonzales, 806-834-0840, grant funded travel
* Lisa Dion, 806-834-2386, grant funded travel

**Travel Request Form (TRF) steps:**

1. Complete TRF. Required fields are indicated with an asterisk.
2. Enter begin and end dates of your trip in the **Dates of Travel** field.
3. If you are taking personal leave during your trip, include on the **Personal Leave** field.
4. Provide a clear business purpose for the trip **and** the benefit to TTU.
5. If attending a conference, the full name of the organization (no acronyms) and the conference documentation that includes hotel accommodations and conference itinerary must be included.
6. Select **Funding Source** used to pay for this trip. Options are faculty professional development funds, grant funds, department funds, or other. Provide FOP in appropriate fields. A second FOP line is included in case you need to split your travel expenses. Please note, if traveling on State funds (11A-14A), a State Travel Card must be used for all expenses.
7. In the **Advance** field, select one of the three options. Please note, once your travel advance has been processed, no changes can be made to the advance request.
8. Yes - prepaid advance. You will submit receipts to your accountant immediately upon approval of this trip by your travel supervisor for airfare and other pre-paid expenses. These are reimbursed as soon as the travel application is submitted and approved by the TTU Travel Office.
9. Yes - full advance. You will receive 90% of your requested funds 5 days before your departure date (any pre-paid expenses are paid ASAP).
10. No. No advance requested.
11. **Estimated Costs** section.
	1. Most travel sites like Priceline, Expedia, Travelocity, and Hotels.com charge fees that they do not itemize on receipts, and this is an issue for the state auditors. These sites should not be used for any TTU travel expenses.
	2. **Airfare**: TTU only allows for the least expensive airfare. You may upgrade with personal funds but will only be reimbursed for the least expensive ticket price.
	3. **Rental Cars:**  TTU is contracted with the vendors below; so please only use these. The links provided have our discount codes and information.
		1. [Enterprise / National](https://nam04.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.fiscal.ttuhsc.edu%2FTravel2%2Fdocuments%2FEnterpriseNationalProgramSummary.pdf&data=05%7C01%7CBecky.Perez%40ttu.edu%7C312235dd175e45649c2508dab2d6e68a%7C178a51bf8b2049ffb65556245d5c173c%7C0%7C0%7C638018933306698325%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=iLxMHgA7b1rAbceHjjr5%2Fwy%2F%2Bocqse9YgTxqsBm658Y%3D&reserved=0) – Identifier/Corp Acct -UTS733, PIN TEX or tex (If prompted)
		2. [Avis / Budget](https://nam04.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.fiscal.ttuhsc.edu%2FTravel2%2Fdocuments%2FTexasTechAvisBudgetRateSummary.pdf&data=05%7C01%7CBecky.Perez%40ttu.edu%7C312235dd175e45649c2508dab2d6e68a%7C178a51bf8b2049ffb65556245d5c173c%7C0%7C0%7C638018933306698325%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=QDozvgl1MFPxQSc9t0g2sZpdwvO3aZY21QizfO58jMY%3D&reserved=0)
		3. [Hertz - Rates](https://nam04.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.fiscal.ttuhsc.edu%2FTravel2%2Fdocuments%2FHertzTexasTechRateMemo.pdf&data=05%7C01%7CBecky.Perez%40ttu.edu%7C312235dd175e45649c2508dab2d6e68a%7C178a51bf8b2049ffb65556245d5c173c%7C0%7C0%7C638018933306698325%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=PPX03TSRvdMRr4%2FAe%2FXQDhK%2B540rMFLlSw1IaUYB5Oc%3D&reserved=0) - [Program Benefits](https://nam04.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.fiscal.ttuhsc.edu%2FTravel2%2Fdocuments%2FHertzTexasTechProgramBenefitsmemo.pdf&data=05%7C01%7CBecky.Perez%40ttu.edu%7C312235dd175e45649c2508dab2d6e68a%7C178a51bf8b2049ffb65556245d5c173c%7C0%7C0%7C638018933306698325%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=6oodRVXgvf1C1lQd7gGt%2FrFTg6nIuMYPPPNpLPHrGvI%3D&reserved=0)
		4. Car Sizes: You can rent up to a full-size vehicle. If you upgrade to an SUV, you will only be reimbursed for the full-size car amount. If you have more than two TTU travelers, you have the option to rent an SUV.
		5. Insurance - When traveling on TTU business no need to purchase additional liability insurance as coverage is already provided.
	4. **Taxi:** When using a taxi, Lyft, Uber, shuttle, etc. please include the starting location and the destination. Example: Airport to Conference Hotel
	5. **Registration:**  should only be purchased using your accountant’s TTU pcard. Please contact the accountant to check out the pcard.
	6. **Hotel and Meals:** TTU only covers the [GSA rates](https://nam04.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.gsa.gov%2Ftravel%2Fplan-book%2Fper-diem-rates&data=05%7C01%7CBecky.Perez%40ttu.edu%7C312235dd175e45649c2508dab2d6e68a%7C178a51bf8b2049ffb65556245d5c173c%7C0%7C0%7C638018933306698325%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=8Kkb5%2BMuQQUt%2B5X1eLflrqeLmka62jfloX9uAfOBUUw%3D&reserved=0) for lodging and per diem (unless the lodging is the conference hotel).
		1. Hotel: Please use the GSA rates link above to find **lodging (state rate)** and per diem (**meal**) rates.
		2. Conference Hotel: If you are staying in the conference hotel, you must provide a pdf of the website or a conference pamphlet that lists all conference hotels.
		3. Lodging State Rate: Always request the state rate, in Texas they must give it to you, but you can still get it in other states if you ask sometimes.
		4. Texas **State Tax**: If you are staying in Texas; please complete and give the hotel the [tax exemption form.](https://www.depts.ttu.edu/procurement/forms/documents/travel/procurement-texas-hotel-occupancy-tax-exemption-certificate.pdf) If you are charged state tax in Texas you will not be reimbursed, but you can contact the hotel to refund those charges.
12. Meal: The per diem (meal) amount you will use for your request form is in the column **M&IE Total.** You do not need to save your personal meal receipts since TTU pays the daily per diem. Per diem is applied based on your departure and arrival times.
	1. **Personal Mileage** – To submit personal mileage a detailed map with directions must be submitted along with the [mileage calculator](https://fmx.cpa.texas.gov/fmx/travel/mileage/). You can submit a pdf of Google maps or Mapquest.

University Guidelines:

#### Travel Aids

· [TTU Travel Tips](https://www.depts.ttu.edu/procurement/resources/training-and-work-aids/documents/travel-services/procurement-travel-tips.pdf)

· [Looking up Travel Payments](https://www.depts.ttu.edu/procurement/resources/training-and-work-aids/documents/travel-services/procurement-instructions-for-looking-up-travel-payments.pdf)

#### Policy Requirements

·[TTU Travel Operating Policies](https://www.depts.ttu.edu/opmanual/contents.php#travel) 79.01 – 79.14

·[Travel Guidelines when using State Appropriated Funding](https://www.depts.ttu.edu/procurement/resources/training-and-work-aids/documents/travel-services/procurement-travel-guidelines-when-using-state-funding.pdf)

· [Policy Guidelines for Personal Vehicle Mileage Reimbursement](https://www.depts.ttu.edu/procurement/resources/training-and-work-aids/documents/travel-services/procurement-policy-guidelines-for-personal-vehicle-mileage-reimbursement.pdf)

· [Fly America Act](https://www.depts.ttu.edu/procurement/resources/training-and-work-aids/documents/travel-services/procurement-fly-america-act.pdf)

#### General

· [Airbnb for Work](https://nam04.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.airbnb.com%2Fwork&data=05%7C01%7CBecky.Perez%40ttu.edu%7C312235dd175e45649c2508dab2d6e68a%7C178a51bf8b2049ffb65556245d5c173c%7C0%7C0%7C638018933306698325%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=78uY5a%2ByprUX0bTZnv4JAVNwrpw3HIy5OCGqdTr29rs%3D&reserved=0)

· [Airbnb Traveler Guide](https://www.depts.ttu.edu/procurement/resources/training-and-work-aids/documents/travel-services/TexasTech-Airbnb-Traveler-guide.pdf)

· [Guest Lodging](https://www.depts.ttu.edu/procurement/resources/how-to-guides/documents/purchasing/Guest-Lodging.pdf)

· [Southwest and Rental Car Correspondence](https://www.depts.ttu.edu/procurement/resources/training-and-work-aids/documents/travel-services/Southwest-and-Rental-Car-March-2020.pdf)

· [TSA Update: ID Requirements](https://www.depts.ttu.edu/procurement/resources/training-and-work-aids/documents/travel-services/TSA_ID_Flyer.pdf)

**Travel Expense Reimbursement Form (ERF)**

After returning from your trip, complete the ERF and submit it and your itemized receipts to your accountant. This must be submitted within 30 days of returning from your trip or your reimbursement will be taxed. TTU Travel Services reports taxable expenses to the TTU Payroll Office. Required fields are highlighted in blue.

1. Enter the departure and return dates of your trip in the appropriate fields.
2. Using the drop-down boxes enter the departure and return times. There are separate fields to indicate am/pm.
3. The **Leave Dates** should only be completed if you took personal leave during your trip.
4. **Documentation Checklist** section - Drop-down fields are available for you to select whether you have included receipts for each expense listed.
5. **Hotel** – enter total room cost in the first field. The total taxes and fees should be entered separately in their respective fields. These totals should not include parking charges or room service expenses.

P**lease note** - when sharing lodging with another individual, the lodging expense must be split equally on the ERF.

1. **Personal mileage –** when requesting mileage reimbursement on trips 100+ miles, you must submit a comparison using the **Mileage Calculator** link.
	1. When using the **Mileage Calculator** to make comparisons between mileage and rental cars, enter $20/day in the state/local taxes field.
	2. Include the comparison in your receipt submission by saving it as a pdf file.
	3. Enter the mileage rate as 62.5 not .625 (or current rate listed on the ERF).
	4. Travel outside the Texas/New Mexico/Oklahoma area by personal vehicle must be compared to the cost of airfare if purchased at least 30 days in advance of travel.
2. **Meals –** if you attended a conference, include the conference itinerary so any meals provided by the conference can be excluded from your per diem reimbursement.
3. Any meals provided by or paid for by other means should not be included in your reimbursement request. A separate **Meals** **tab** has been provided for your use to select the meals for which you are requesting reimbursement.
4. **Taxi, Shuttle, etc. –** receipts must be submitted if requesting reimbursement. Those submitted electronically should be named to notate pick-up and drop-off locations, e.g., “Residence to Airport”.
5. **Other expenses –** include rental car fuel here.
6. **Total Requested for Reimbursement –** this field automatically calculates from the fields above.
7. **Funding information** section – three lines have been provided for you to list the FOP(s). please make sure your totals match as you will receive an error when saving the form if the FOP totals do not match the total requested for reimbursement.