TRAINING & TRAVEL FORM PROCESS

Who should complete the Training & Travel Form and why:
• Anyone attending off campus training or overnight travel.
• This form is used to provide all the required information to process the registration to trainings and make travel arrangements, if travel is required.

PLEASE NOTE: Located under FORMS in the Travel section of the Planning & Training Website http://www.physicalplant.ttu.edu/PlanningAndTraining/travel.asp
• Training & Travel Form
• Training & Travel Form Step-by-Step Instructions – How to complete form properly
• Employee Travel Checklist – Important reminders while traveling and upon return
• Training & Travel Form Process – Roles and responsibilities

EMPLOYEE RESPONSIBILITIES

Please submit all necessary paperwork at least 10 days business days prior to the Early Bird Registration Cut Off Date.

1. Gather information about the training you want to attend – brochures, website, emails, etc.

2. Fill out the Training & Travel Form. Located under FORMS in the Travel section of the Planning & Training website or go to http://www.physicalplant.ttu.edu/PlanningAndTraining/travel.asp. For assistance, see Training & Travel Form Step-by-Step Instructions located on website.

3. Save the form to your desktop. If you cannot save the form print it out and deliver to your Foreman, Supervisor and/or Superintendent. If printing you may skip Step 4.

4. Log in to your email, open a new email, address it to your Foreman/Supervisor/Superintendent, attach the form and send it. Your Foreman, Supervisor and/or Superintendent needs to sign and send form to Planning & Training. Planning & Training will obtain final approval from your Director.

5. Upon approvals, Planning & Training will contact you with the needed information to make your own hotel reservations, airline and rental car reservations as necessary. Assistance will be provided by Planning & Training.

6. Two business days before you leave, stop by the Planning & Training office to review details about your travel and receive important information you will need while traveling.

7. After returning from your training, return ALL receipts to Planning & Training within two business days.
   a. Within a timely manner, Planning & Training will process a Travel Voucher for you.
   b. You will receive an automatic email from Travel Services with a link asking you and your Supervisor to digitally sign the voucher. Follow the directions on the page to sign. SEE below for more details.

IMPORTANT: Please read below for more information about your travel process, voucher, etc.

PLANNING & TRAINING ROLE

1. Planning & Training will obtain final approval from Director and move forward with processing travel.

2. We will send you, your Supervisor, Foreman and/or Superintendent an email acknowledging your submittal of the Travel & Training Form. In addition, you will receive Employee Pre-Travel Information.
TRAINING & TRAVEL FORM PROCESS

3. We will contact you with the needed information to make your own hotel reservations, airline and rental car reservations as necessary.

4. We will create and submit a Purchase Requisition for your training registration. An Operations buyer will complete your training registration.

5. Process your Travel Application within the Travel System.

6. Two business days before you leave, we will review details about your travel and provide important information you will need while traveling.

7. We will process a Travel Voucher for you, once travel receipts have been submitted to our office.

8. We will mail all supporting documentation to Travel Services, once traveler and supervisor signatures are obtained.

TRAVEL SERVICES ROLE

1. Once the Travel Voucher has been submitted in the Travel System, the system will generate an automatic email prompting the traveler and supervisor to log in (using link provided) and digitally sign the voucher. Review the form carefully before signing. If you identify an error or have a question contact Planning & Training.

2. Reimbursements to University or Traveler is provided in notification email and located on the last page of the voucher.
   
   • University reimbursement must be paid in full, in the form of a check or money order, within five business days of voucher submittal. (Travel OP 79.08)
   
   • Traveler reimbursement will be directly deposited in account upon Travel Services approval of voucher submitted.

ADDITIONAL NOTES:

All travel receipts must be turned into Planning & Training in a timely manner – NO later than 60 days after your return. If not, Employee will be taxed.

Acronyms/abbreviations used in the purpose/benefit statement are not acceptable. The guidelines for completing travel documents at TTU require that names of professional organizations, etc be spelled out. Standard abbreviations are allowed, but acronyms are not.