OP 79.10: Travel by Prospective Employees

DATE: March 4, 2014

PURPOSE: The purpose of this Operating Policy/Procedure (OP) is to set forth the policies and procedures governing the reimbursement of travel expenses of prospective employees.

REVIEW: This OP will be reviewed in November of odd-numbered years by the manager of Travel Services with substantive revisions forwarded through the managing director of Procurement Services to the vice president for administration and finance and chief financial officer.

POLICY/PROCEDURE

1. Definition and Scope

A prospective employee is an individual being considered for employment by Texas Tech University (TTU). This includes employees at other state agencies being considered for employment at TTU. This policy governs the reimbursement of travel expenses incurred by the individual visiting TTU for the purpose of being interviewed and evaluated for employment.

2. Reimbursement for Travel Expenses

   a. Prospective employees are to be reimbursed in the same manner as TTU employees except that they may not receive a travel advance.

   b. Airfare for a prospective employee may be requested with the transportation request (TR) as part of an online travel application (see OPs 79.04 and 79.06).

   c. Prospective employees are not exempt from hotel occupancy taxes, so all taxes paid should be entered when completing the travel voucher.

   d. Prospective employees will be expected to follow the same travel guidelines as TTU employees, including the amount of travel allowances and submission of a travel voucher with the required documentation (see OP 79.08). This also includes the guidelines on international travel to TTU by a candidate from a country outside the U.S. and its possessions, Canada, or Mexico (see OP 79.05).

   e. Reimbursement for travel expenses will be forwarded after the recruitment visit.

3. Travel Expenses for Spouse/Family

Travel expenses for the spouse and/or family of a prospective employee are allowed only on institutional funds and should be submitted through TechBuy. House hunting trips and other
nonbusiness related expenses are taxable reimbursements. Refer to OP 72.10 for additional information regarding moving expenses.

4. **Lodging**

A department may either reimburse the prospective employee or process a guest lodging purchase order through TechBuy to reserve and pay for individual hotel rooms with certain Lubbock area hotels for prospective employees. (Note: This option is available only for prospective employees’ expenses, not for employee expenses.) Guest lodging guidelines are available at http://www.depts.ttu.edu/procurement/travelservice/howtoguides.asp

Only official travel expenses may be direct-billed. These expenses include the lodging, all taxes, food charges, and local telephone calls made for official business purposes. Long distance telephone calls are not reimbursable for prospective employees. The prospective employee should be informed in advance to pay all non-reimbursable expenses upon checkout.