



TEXAS TECH UNIVERSITY™

Operating Policy and Procedure

OP 79.12: Official Travel of the President and Chancellor

DATE: January 16, 2020

PURPOSE: This Operating Policy/Procedure (OP) sets guidelines to be followed when the President and Chancellor travel on official business.

REVIEW: This OP will be reviewed in July of odd-numbered years by the Chief Procurement Officer with substantive revisions forwarded to the Associate Vice President for Financial and Business Services and the Vice President for Administration & Finance and Chief Financial Officer.

POLICY/PROCEDURE

1. Preparation of Travel Documents

- a. Prior to each trip for executive travel, the Office of the President or the Office of the Chancellor will prepare an online travel application when it is anticipated that there will be travel expenses to be reimbursed or for all international travel (in accordance with [OP 79.05, International Travel](#)). If no reimbursable expenses are anticipated, a zero cost travel application may be submitted to document that a business trip is taking place.
- b. Upon the President's or Chancellor's return to headquarters, the Office of the President or the Office of the Chancellor will prepare the travel voucher if there are expenses requiring reimbursement. The method of payment for each expense will be noted (cash, personal credit card, state travel card, or executive card).
- c. Prior to submittal, the President or Chancellor will review the travel voucher, make any necessary corrections, and sign the travel voucher.

2. Processing Travel Documents

- a. Travel Services and the Executive Card Supervisor in Procurement Services will review the travel voucher and make any necessary edits. The subtotals for personal, travel card, and executive card expenditures will be verified, edited if necessary, and the voucher will be approved.
- b. The online travel system will process a reimbursement check or ACH payment for any valid travel expenses paid personally by the President or the Chancellor, and the amount paid by the travel and executive cards will be allocated to the appropriate FOAP.

3. Payment of Expenses Charged to Credit Cards While on Travel

- a. The Executive Card Supervisor in Procurement Services and the Travel Services Office will receive monthly statements from the travel and executive credit card companies for expenses incurred during official business trips. The President's Office or Chancellor's Office will prepare supporting documentation and provide the required accounting information.
- b. The Executive Card Supervisor will prepare a payment voucher, which will charge the balance sheet account and pay the credit card company.
- c. The balance sheet account has been set up to pay all statements immediately for charges the President or Chancellor makes while on official travel.

4. Travel by President's or Chancellor's Spouse

This policy also regulates travel for the President's or Chancellor's spouse when the President or Chancellor deems it necessary to include her/his spouse for valid business purposes. The spouse's travel has the following restrictions:

- a. No travel for the spouse is to be paid from appropriated funds or sponsored project funds.
- b. Per IRS regulations, in order for TTU/TTUS to reimburse the President or the Chancellor for his or her spouse's travel and entertainment expenses, the accompanying spouse's presence must fulfill a bona fide business purpose for TTU. [U.S. Treasury Regulation Section 1.132-5\(t\)\(1\)](#).

5. Guidelines for President's/Chancellor's Travel

- a. Due to scheduling conflicts, scheduling challenges, and unanticipated appearance requirements, upgraded airfare will be acceptable for the President or Chancellor in order to prevent additional costs associated with travel changes/cancellations.
- b. The duties required by the position of the President or Chancellor may allow for variances over the State or GSA per diem hotel and meal rates due to location availability and meeting purposes. A chief administrative officer of a state agency is entitled to reimbursement for the actual expense of meals and lodging incurred while performing the duties of the individual's office or employment per [Texas Government Code § 660. 203\(a\)](#). If the expenses are incurred within the contiguous United States, the reimbursement is limited to twice the amount that could be reimbursed for regular state employee travel if utilizing appropriated funds per [Texttravel](#).
- c. The use of a transportation service other than the local taxi or ride-share service will be permitted if documentation is provided. Documentation should be accompanied by an explanation of why transportation other than the local taxi or ride-share service was used. For example, there may be a significant need of an executive car service when multiple back-to-back meetings are scheduled at various locations.
- d. The President or Chancellor may exceed the traditional gratuity policy thresholds if deemed appropriate and supports the business purpose of the expense.
- e. All travel activities for the President or Chancellor will be audited on an annual basis.