

TTU Travel Tips

Traveler's Responsibilities: Complete travel application in advance of travel; Complete voucher within 15 days (if advance was obtained) or 30 days of trip return date, and comply with federal, state, sponsored project and institutional policies.

Resources	Travel Office	http://www.depts.ttu.edu/procurement/TravelService/index.asp
	Travel System	https://www.fiscal.ttuhs.edu/travel2/
	Per Diem Rates	http://www.depts.ttu.edu/procurement/TravelService/index.asp
	Travel Forms	http://www.depts.ttu.edu/procurement/travelservice/travelforms.asp
	Operating Policy	http://www.depts.ttu.edu/opmanual/contents.php#79
Transportation	Airfare	Employees must obtain the lowest available airfare.
		Checked Baggage – 2 bags each way are allowed for: Foreign Travel; A trip longer than 5 days in duration; and Checking a bag for Conference or TTU Material (must be stated on voucher).
		The following are not allowed without a completed Exception Form: First Class Airfare; Business Class Airfare; Early Bird Fees; Extra Leg Room Charges; Travel Insurance.
	Vehicle Rental	Contract details for Enterprise/National, Hertz and Avis/Budget are available in the online travel system under Help >> Links>> TTU Rental Car Contracts. The rental rates include LDW (loss/damage/waiver) and comprehensive and liability coverage. Use of non-contract vendor will require a completed exception form.
		Vehicle rentals are also available through TechBuy for direct bill to the University.
		Sub Compact, Compact, Intermediate, Standard and Full Size vehicles may be rented from one of the contracted vendors.
		Vans and SUVs may be rented from contracted vendor if for use by 3 or more people (must be stated on the voucher).
		Premium, Luxury and Convertible Vehicles will require a completed Exception Form.
		GPS rentals are allowed.
	Personal Vehicle	Actual miles traveled is determined by point-to-point itemization document by odometer records or shortest distance calculated by MapQuest.
		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.
		Coordination of travel must occur for 2, 3 or 4 employees within the same department, same dates and same itinerary to conduct the same official business. Only one individual may be reimbursed for mileage.
		Mileage between headquarters and the airport is allowed during working hours. Mileage between employee's residence and the airport is allowed during non-working hours. Mileage from headquarters to LIA is 8 miles.
	Taxi	Receipts are required for individual transactions exceeding \$100 for taxi/shuttle/Uber or mass transit. Receipts under \$100 should be included if available.
Lodging and Meal Per Diems	General	Reimbursement for meal and lodging expenses are allowed one day before and one day after official business begins.
	Per Diem Rates	Employees may either itemize expenses or claim the allowable per diem for the entire trip. Original itemized receipts may not exceed the allowable per diem rate. Alcohol is not reimbursable.
		In-State and Out-of-State travel are limited to the rates set forth by the U.S. General Services Administration (GSA).
		Travel to Alaska and Hawaii are limited to the rates set forth by the U.S. Department of Defense.
	Lodging	Itemized lodging receipts are required that include name and address of commercial lodging establishment, employee's name, single room rate and must indicate a zero balance.

	Lodging	Conference hotels that exceed per diem are allowed on institutional funds. Conference documentation is required.
		Non-conference hotels that exceed per diem require a completed Travel Exception Form.
		For travel within the State of Texas, employees are exempt from state hotel occupancy tax.
	Meals	Meal reimbursement is not allowed for non-overnight travel.
		Overnight travel when departure or return time results in less than a full day of travel is reimbursed as follows. Departure time is 90 minutes prior to actual flight time. Return time is when the flight lands at headquarters. Daily per diem is calculated as follows: Breakfast 20%/Departure prior to 8 AM / Arrival after 9 AM Lunch 30%/ Departure prior to 12 PM/ Arrival after 1 PM Dinner 50% / Departure prior to 5 PM/ Arrrival after 7 PM
		Meal reimbursement should not be claimed on the travel voucher for meals provided by a conference or meals claimed under Food and Entertainment.
International Travel	OIA Approval	Office of International Affairs approval is required for international travel (including U.S. Possessions, Canada, or Mexico) prior to the trip commencement or the travel voucher will be denied.
	Funding	State funds (funds beginning with 11, 12, 13 or 14) may not be used.
	Per Diem Rates	Meal and lodging expenses may not exceed the amount actually incurred. Original itemized receipts may be submitted or per diem may be claimed. Per diem rates are provided by the U.S. Department of State and claims may not exceed the daily per diem rate without a completed exception form.
	Currency	Travel expenses incurred in foreign currency must be converted to US dollars.
Advances & Transportation Requests		NOTE: Advances must be requested on the Travel Application
	Non-Prepaid Expenses	Advances are allowed for: Airfare cost with a copy of itinerary; Up to 90% of lodging costs for the locale per diem; Hotel taxes (9% for Texas 15% outside of Texas); Up to 90% of meal cost for the locale per diem; Up to 90% mileage for personal vehicle; and \$100 for taxis, gasoline, etc.
	Prepaid Expenses	Advances are allowed for: Airfare, registration fees, hotel deposits, etc. The advance is approved upon receipt of the travel application and proof of payment.
	Not Allowed	Rental cars, parking costs or mileage to and from the airport; A person who is not an employee or student of the University; A person who has an outstanding travel advance from a previous trip; A person who is on hold in the State Comptroller's Texas Payee Information System.
	Transportation Requests	Transportation Requests (TR) may be used for airline transportation costs that will be charged to the University. Choose a travel agent (from the Travel Services website under Training and Work Aids) for a quote on airfare and submit a travel application with the request to submit a TR. Once the application is approved, an email will be sent to the travel agent authorizing the charge.
Miscellaneous and Gratuities	Allowed Expenses	Expenses that are allowed, provided there is business purpose: Registration fees; Local and long distance phone calls; Money orders; Fees for Currency Exchange, Notary, Visa, Passport; Postage, Copy and Fax Charges; Repair parts, Labor and Towing charges for state owned vehicles (if unable to use University Fleet card); and Travel Expenses to obtain medical care outside of headquarters while on official travel status.
	Food & Entertainment	Food and Entertainment is allowed if in compliance with OP 72.05. An itemized receipt and a completed Food Form will need to be turned in with the voucher.
	Not Allowed	Personal expenses including entertainment, dry cleaning or laundry, medical supplies, childcare or kennel expenses for a pet are not reimbursable.
	Gratuities	Hotel Bellman and Airport Porters \$1.00 per bag; Housekeeping \$1.00 per night; Valet \$2.00; Taxi, Uber, Shuttle, etc. 20%; Restaurant 20% (not in addition to per diem). Gratuities are allowed on Institutional funds only and are subject to the limits listed above.