TechBuy Guidelines for Entering Requisitions for Non-Employee Travel Expenses

The following guidelines are intended to provide assistance for individuals entering requisitions for non-employee travel expenses. The Purchasing/Contracting Department has made every effort to ensure that the guidelines are in compliance with university operating policies. However, in the event of conflict between these guidelines and operating policies, the operating policies shall prevail.

Travel reimbursements for TTU guests and participants should be processed through the TechBuy system TechBuy (SciQuest).

To clarify:
- Travel expenses for employees, students and prospective employees should be processed through the online travel system. (See Online Travel System.)
- Travel expenses for TTU guests and participants should be processed on the requisition along with the fees.

The procedures explained in this guideline apply to all official university travel, regardless of funding source and are based on TTU OP 79.08 Reimbursement of Travel Expenses.

General Procedures for Guests and Participants

1. Have the Guest/Participant complete the New Vendor Registration Forms if they are not currently in the TechBuy system. This form can be faxed or emailed to Vendor Services (as indicated on the form itself) or attached to the requisition.

2. When the travel is complete and the traveler has sent you the original receipts, organize the expenses using the Guest Travel Expense Worksheet, which can be downloaded on Forms Tab on the Purchasing Department website.

3. Prepare the reimbursement requisition using the Non-Catalog Form Master.

4. Enter the Guest/Participant as the supplier, either by searching for the name or by entering the information manually if you are attaching the vendor registration forms.

5. In the Purchase Category, select “Participant & Speaker Travel”.

6. Enter the quantity and pricing information for the trip. If you are attaching the Guest Travel Expense Worksheet with details of the expenses, it is recommended that you enter a packing of 1 EA, a quantity of 1, and list the Grand Total from the worksheet as the Unit Price. (This is explained in more detail below.)

7. In the Product Description field, enter a description of the travel, including inclusive dates of travel.

8. In the Additional specifications for Goods or Services field, enter the TTU business purpose and the benefit to the University or the SPAR project. (Note, this is required by Internal Revenue Code in order for TTU to pay or reimburse
travel-related expenses.)

9. At the top of the form, click on “Add and go to Cart.”

10. When reviewing your cart, attach the new vendor forms, scanned copies of the traveler’s receipts, a copy of the Guest Travel Expense Worksheet (in Excel format) and the ICQ in the Internal Notes and Attachments section. Please note that each of these forms should be attached as separate documents, since they may be routed to different departments or areas.

11. Before submitting your requisition, you may need to split your funding if multiple funds and account codes are used. The account codes that are used to reimburse guest/participant travel expenses include:

<table>
<thead>
<tr>
<th>Expense</th>
<th>Acct Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transportation (airfare, personal auto mileage, rental car, fuel, taxis, parking, baggage)</td>
<td>7B7005</td>
</tr>
<tr>
<td>Lodging (hotel and applicable lodging tax)</td>
<td>7B7006</td>
</tr>
<tr>
<td>Meals (GSA per diem or original detailed meal receipts)</td>
<td>7B7007</td>
</tr>
<tr>
<td>Incidental Expenses (Note, these expenses must benefit TTU or project)</td>
<td>7B7003</td>
</tr>
</tbody>
</table>

For instance, in the sample Guest Travel Expense Worksheet that will be discussed later, the guest had $648.89 in transportation expenses that need to be coded 7B7005 and $15.79 for meals that should be coded 7B7007. In order to split the total expenses entered in Unit Price in #6, click on “View/edit by line item” in the Line and Header FOAP Summary section.

Click on the “Edit” button on the far right side of the screen under the Ext. Price of the expenses you are splitting.

Click on the “add split” link in the upper right of the next dialog box. For this example, only two lines are needed, but if there were hotel expenses (7B7006) or miscellaneous expenses (7B7003) you would add 3 or 4 lines as needed.
When you have as many lines as you need, change the account code for each amount. Note, you can also change the FOP here, too, if the travel expenses are being split between different FOPs. Then click on the “Save” button.

12. When all the corrections or changes have been made and documentation attached, the requisition is ready to be submitted for review.

**Guest Travel Expense Worksheet**

1. The Guest Travel Expense Worksheet is an Excel worksheet that can be used to organize the guest’s expenses. It can be downloaded on **Forms Tab** on the Purchasing Department website. It will assist you in organizing the expenses and will expedite the reimbursement process.

2. The top section of the worksheet does not have to be completed, but if it will be used as a coversheet for the receipts sent to Payment Services, enter the traveler’s name. (The requisition number may be written in by hand after the requisition is submitted.)

<table>
<thead>
<tr>
<th>Name of Guest</th>
<th>Jane Smith</th>
</tr>
</thead>
</table>

3. Enter the dates of travel. Note, if there is airfare that was purchased in advance, that should be the first date listed.

   **DATES:** 9/13/15 9/14/15 9/15/15

4. The section for Transportation 7B7005 expenses should include all transportation-related expenses, listed in columns on the date they occurred, including the airfare, personal auto mileage, rental car, fuel for the rental car, taxis, and parking. Baggage charges should also be listed in this section. The Total column on the right will provide a total for each type of expense, and the total in Cell I19 will be the total of all 7B7005 Transportation expenses.

<table>
<thead>
<tr>
<th>Participant Transportation: 7B7005</th>
</tr>
</thead>
<tbody>
<tr>
<td>Airfare</td>
</tr>
<tr>
<td>Mileage (Miles x 0.575)</td>
</tr>
<tr>
<td>Rental Car</td>
</tr>
<tr>
<td>Fuel for Rental Car</td>
</tr>
<tr>
<td>Taxi/Shuttle/Car Service</td>
</tr>
<tr>
<td>Parking</td>
</tr>
<tr>
<td>Other transportation:</td>
</tr>
<tr>
<td><strong>Total Account 7B7005</strong></td>
</tr>
</tbody>
</table>

5. In the section for lodging, please list each night’s lodging charges, including the allowable taxes. Remember, if the guest’s stay was here in Texas, TTU is exempt from the state lodging tax. The total in Cell I21 will be the total for 7B7006 Lodging expenses.

<table>
<thead>
<tr>
<th>Participant Lodging: 7B7006</th>
</tr>
</thead>
<tbody>
<tr>
<td>Daily Charges</td>
</tr>
</tbody>
</table>

6. In the section for meal expenses, please list each meal that is being claimed, either actual expenses or the share of the day’s per diem. The total in Cell I27 will be the total for 7B7007 Meal expenses.
7. In the section for miscellaneous expenses, please list any miscellaneous charges (visas, registration fees, etc.). The total in Cell I22 will be the total for 7B7003 Miscellaneous expenses.

8. The Grand Total listed in Cell I28 is the total of the transportation, lodging and meal costs, and should be the total amount listed as the Unit Price for the travel reimbursement on the TechBuy requisition.

Basic Travel Reimbursement Guidelines

1. As stated earlier, departments should refer to OP 79.08 Reimbursement of Travel Expenses for details of the documentation requirement for receipts. Receipts must comply with IRS accountable plan rules in order to qualify as non-taxable reimbursements, so the same rules apply for guests and participants.

2. Airfare:
   a. Departments are encouraged to purchase airfare for their guests directly from one of the TTU contracts travel agencies (Bell Travel or National Travel Systems). However, when that is not possible, a guest may purchase his/her own airfare and be reimbursed. Guests should obtain the lowest airfare possible.
   b. The receipt or itinerary must include the airline name, traveler’s name, ticket number, travel dates, origin and destination (for each flight/leg), airfare amount, and proof of payment.
   c. If the traveler is being reimbursed from federal funds (funds beginning with 21), the Fly America Act mandates the use of US flag carriers. Please see Guidelines for Complying with The Fly America Act for more information about the documentation that must accompany reimbursement requests on federal funds.

3. Personal Auto Mileage:
   a. The mileage reimbursement is inclusive of all expenses (including damage to the personal vehicle).
   b. The mileage amount is the actual number of miles traveled multiplied by the mileage rate set by the Texas Legislature. (See Travel Reimbursement Rates)
   c. As with employees, guests can be reimbursed for mileage from their homes or offices to/from the airport when flying.
   d. When claiming personal auto mileage, please attach a copy of mileage from MapQuest to the requisition to document the mileage.

4. Rental Cars:
   a. When a traveler has rented the car personally and requested a reimbursement, the receipt must include the rental company name, the renter’s name, starting and ending dates, itemization of expenses incurred, and proof of payment.
   b. TTU cannot reimburse for liability supplements, personal accident, safe trip and personal effects insurance.

5. Fuel for rental cars may be reimbursed, but the traveler must submit original receipts.

6. Taxis, shuttles, buses, and railroad expenses may be reimbursed, but the traveler must submit original receipts if the cost is over $100.

7. Parking and toll expenses may be reimbursed when the guest is traveling in a personally-owned or rented vehicle. Original receipts are required if the cost is over $100.

8. Baggage charges should be claimed as a Transportation expense on the Guest Travel Expense Worksheet, under “Other.”
9. Lodging:
   a. When the guests or participants are traveling to Lubbock and the department knows they will be paying or reimbursing for the hotel room, departments are **strongly** encouraged to utilize the Guest Lodging option in TechBuy. The participating hotels routinely offer much better rates than the guests can obtain by calling the hotel directly. For more information, see Entering Requisitions for Guest Lodging
   b. Lodging can only be reimbursed from a commercial lodging establishment—one that provides lodging to the public for pay. TTU cannot pay an employee to provide lodging for a guest.
   c. TTU will reimburse lodging expenses one day before and one day after official business.
   d. The lodging receipt must include the name and address of the hotel, the guest’s name, the single room rate, and a daily itemization of the lodging charges, and proof of payment.

10. Meals:
   a. Guests may claim the allowable per diem or submit their original detailed receipts for reimbursement. Some institutional funds allow guests to claim actual meal expenses, but detailed original receipts are required.
   b. When claiming per diems, departments should make every effort to ensure that meals claimed were not also included with departmental pcard charges or employee reimbursements for entertainment expenses with the guest.
   c. TTU will reimburse meal expenses one day before and one day after official business.

11. Tips and Gratuities are allowed but are limited to the following amounts:
   a. Airport porters—$1.00 per bag
   b. Hotel bellman—$1.00 per bag
   c. Housekeeping staff—$1.00 per night
   d. Restaurant staff—20%
   e. Taxi drivers—20%
   f. Valet—$2.00
   g. Other—$1.00

12. Incidental—The following incidental travel expenses for guests and participants are allowed so long as the business purpose benefits Texas Tech, is sufficiently documented and original receipts are provided:
   a. Local and long distance telephone calls
   b. Money orders
   c. Currency exchange fees
   d. Notary fees
   e. Travel agency service charges
   f. Visa, passport and departure taxes
   g. Mandatory service charges imposed for meals or lodging
   h. Postage, freight, photocopies and fax charges

**Submitting the Requisition**

1. Before submitting the requisition, please double check the following:
   a. If you are using the Guest Travel Expense Worksheet, are all expenses entered on the worksheet?
   b. Is the Grand Total on the worksheet the same as the total reimbursement for expenses on the requisition?
   c. Have you split the funding by account codes as indicated on the worksheet?

2. Make sure the **Product Description** adequately explains why the guest/participant traveled and if/how the travel benefits TTU.

3. Tape any small receipts to a full size sheet of paper, and double check the receipts to see if there is any confidential info—credit card numbers, etc. (Please black that out before scanning.) Scan all receipts and attach the document to **Internal Attachments**. (Note, please do not send the originals to Payment Services until instructed to do so.)

4. Make sure any required documents are attached as separate documents in **Internal Attachments**, as applicable:
   a. Vendor set-up forms
   b. ICQ
c. MapQuest
d. Scanned copies of receipts
e. Guest Travel Expense Worksheet (attached in Excel format, not pdf please)
f. Travel Exception Form

Notes

• **In accordance with IRS regulations, travel reimbursements are taxable when the reimbursement request is not submitted within 60 days after the end of the trip.** If the travel occurred more than 60 days prior to the date the TechBuy requisition is submitted, the appropriate account code will be used (such as 7A0070 or 7N3050) and the payment will be considered taxable income to the traveler.

• State funds (funds beginning with 11, 12, 13 or 14) cannot be used for travel reimbursements for non-employees. (Travel for prospective employees is allowed on state funds using the 7B5 budget pool, but reimbursements should be processed through the online travel system.)

• Departments are responsible for reviewing the award terms and conditions to determine if travel for guests/non-employees is allowable on sponsored projects and that funding is available in the 7B7 budget pool.

• Most TTU guests are not limited to the GSA/state rates, although some funding sources do restrict travel expenses for participants to the amounts established in institutional policy. Departments should try to conserve TTU funds whenever possible by using contract rates when available.