


## OP 79.12 (JUL 2019)

### 9.1 - Operating Policy and Procedure


#### Operating Policy and Procedure

##### DIRECTIONS

1. Help text for the fields may be initiated by clicking on the  icon in the top right corner of the heading.
2. All fields with an \* are required. You will not be able to launch the proposal without completing required fields.
3. To review and approve an OP, Login with your eRaider and password; the Login link is at the top right of the page.
4. Once logged in, click on "My Tasks."
5. To review and edit the OP, click on the Edit button (indicated with a page icon that features a green pencil above it).
6. When the Edit Proposal option has been selected, each area of the OP will show up as a data field. You can click inside each field and begin editing the text. You can also track changes by selecting the User Tracking feature on the right side of the portal. "Show current" is the default setting; select "Show current with markup" will display what edits have been made, by whom, and when.
7. Once your edits are completed, or if you have no edits to make, click SAVE.
8. Once the edits are saved, click on the "Decisions" icon, indicated by the round icon with the checkmark inside. You may then "Approve" the revised OP. The system will ask for a PIN; the default is 1234 (a custom PIN may be requested by emailing Lindsay Hallowell at the Office of Operating Policies; see link below).
9. The newly revised OP will be posted online, and a record of the approval will be archived.
10. If the proposal requires further review, use the "Add Comment" option to list the required reviewer, and the system administrators will route the proposal accordingly.

Contact [Lindsay Hallowell](#) if you have any problems with the approval system.

Originator\*

<b>OP Number*</b>	OP 79.12 (JUL 2019)
<b>OP Title*</b>	Official Travel of the President and Chancellor
<b>Date*</b>	7/1/19
<b>Purpose*</b>	This Operating Policy/Procedure (OP) sets guidelines to be followed when the President and Chancellor travel on official business.
<b>Review Frequency*</b>	This OP will be reviewed in July of odd-numbered years by the Chief Procurement Officer with substantive revisions forwarded to the <b>Assistant Associate</b> Vice President for Financial and Business Services and the Vice President for Administration& Finance and Chief Financial Officer.
<b>Date Last Reviewed</b>	3/6/18
<b>Revision Type</b>	<div> <b>Activity Log</b>  <b>Bradley Martin</b>   <b>Minor Revision</b> </div> <div> <input type="radio"/> Major Revision         <input type="radio"/> Moderate Revision         <input checked="" type="radio"/> Minor Revision         <input type="radio"/> Date Change Only       </div>

## Policy/Procedure

### 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 Operating Policy Policy and Procedure 79. 05 International Travel)** . If no **reimbursable** expenses are anticipated, a zero cost travel application may be submitted to **show 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

c. **After completion 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 **Office 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 ~~automatically transferred allocated~~ to **a balance sheet account the appropriate FOAP**.

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

a. The Executive Card **Office 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 of Chancellor's Office will prepare ~~a detailed report of what each item represents supporting documentation and how it is to be reconciled with~~ provide the ~~appropriate balance sheet account required~~ **accounting information**.

b. The Executive Card **Office 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

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 Textravel.
- 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.