

Texas Tech University
Animal and Food Sciences

MEMORANDUM TO: All AFS Employees

SUBJECT: Travel Procedures

PURPOSE

The purpose of this Operating Policy/Procedure (OP) is to outline a standardized procedure for the traveler in preparing for an official travel.

OP is summarized from TTU OP 79.01; please refer to that OP for more information.

This OP was reviewed by Cynthia Davis, Travel Services/Check Disbursement, on September 25, 2007.

POLICY/PROCEDURE

1. Basic Travel Outline

- a. Travel is requested.
- b. Application is filed.
 - i. You will receive an email stating that the travel application has been filed.
 - ii. Any changes that need to be made to the application after the application has been filed requires cancellation of the current application and re-filing of another application; therefore, your information needs to be correct when you request an application be done.
- c. Travel occurs.
- d. Voucher is filed.

2. Travel Application Procedures

- a. Provide respective business assistant with detailed information: Name, SSN, place traveling to, dates of travel, and specific details as to why the travel is occurring (attending a meeting (state which meeting), performing research (state the exact research you will be conducting), presenting a paper/poster at a meeting (state the title of the paper or poster), serving on a committee (state the specific committee). Do not give generalizations such as recruiting, touring facilities, as we will need to know recruiting who and where and what facilities are being toured.
- b. What account will the travel be filed on?
- c. Will you need a cash advance? If you receive a cash advance and do not have receipts that equal the cash advance, you will have to pay the balance of the cash advance back to Texas Tech University. If you anticipate needing a cash advance, it should be filed at the time the travel application is filed. To do so after the application is already on file, requires that the application be cancelled and re-submitted with credit card statements showing a need for an advance to pay credit card.
- d. Booking Flights: Because you know when you want to leave and return, it is

best for travelers to book their own flights. The main rule of thumb is that the flight cannot exceed the cost of other flights booked. In other words, there will be no allowance if you wait until the last minute to book your flight. If you are using a state account (any account that begins with "0249" or below), you cannot use any of the websites such as Orbitz, Expedia, etc. to book flights.

- e. Rental Vehicles
 - i. Texas Tech University has a contract with three rental companies (see business assistant for list). If one of these companies is not available at destination, you may use other companies, but an exception form will need to be completed, signed and attached to voucher.
 - ii. The contract includes liability insurance and collision damage coverage at no additional charge; however it does not cover any of your personal property. If you select to get additional coverage, you will be not be reimbursed for the extra insurance.
 - iii. If you do not use a TTU contracted rental car company and are involved in an accident, the university is not liable for any damage.
 - iv. If you rent a vehicle other than a standard full size four-door vehicle you will have to fill out an exception form explaining why.
 - f. Hotels: There are contracts with various hotels in the state of Texas. If you use a hotel that is not under state contract, you will be responsible for the excess charge. The only exception to this is if you are attending a conference and that is the hotel that is listed as the "conference hotel." If you are requesting hotel overage, you will need to provide the itinerary for the conference which lists the hotel as a conference hotel.
 - g. International Travel: The travel application must have the Provost's approval. You will need to get your application done at least 5 weeks before travel begins.
3. Reimbursement After Travel (see TTU OP 79.08 for specifics)
- a. Hotel rooms: Within the state of Texas, you should not be charged state tax. TTU personnel are exempt from paying state taxes on lodging and you will not be reimbursed for state tax due to your failure to inform the hotel of your exemption.
 - b. Meals
 - i. When several employees are traveling together, each person should pay for his/her own meals. Purchasing meals for fellow employees and claiming them on the travel voucher as an entertainment expense slows down reimbursement due to the cross-checking that must be done to ensure there are no double-payments.
 - ii. Within the 48 states, you are allowed a per diem for your meals, which includes transportation to and from those meals. You are not entitled to the full per diem, but only that portion which you spent. Any travel outside the 48 contiguous states will require that you keep meal receipts. You will only be reimbursed for meals based on your receipts.
 - iii. If you did not pay for a meal (i.e. meal was part of the meeting registration, someone else paid, etc.) you will not be reimbursed on the travel voucher for that meal.
 - vi. TTU will not reimburse employees for meal expenses incurred while conducting state business that does not require an overnight stay.
 - c. Personal Auto Mileage
 - i. You will be paid from point-to-point unless you keep a specific log of your mileage. The log needs to include beginning odometer reading, the ending odometer reading, as well as the destination and odometer reading for each

- stop.
 - ii. If you choose to drive to a destination out of the state of Texas, you will only be reimbursed for the equivalent cost of two-week advance purchase coach airfare.
 - d. Travel Voucher Worksheet: every traveler must fill out the travel voucher worksheet, sign it, and attach original receipts. Receipts need to show zero balance. This needs to be given to respective business assistant as soon as you return from travel. Delay in getting information to business assistant will delay your reimbursement. If travel is for a large group attending same conference or meeting, vouchers will not be processed by Travel Office until all travelers' vouchers have been submitted.
4. Signing the Voucher: When a traveler signs the voucher, they are signing that the voucher is correct and complete. If you later discover a receipt from an official travel that you want to be reimbursed for, you, as the traveler, will have to get permission from Travel Services in order for a supplemental voucher to be done. Provide justification as to why the expense wasn't part of the original voucher.
5. State Travel Card
- a. The state travel card may be used only for official state business-related travel charges, such as airfare, rental cars, lodging, and meals. It is not for personal use. It is required for travelers who make more than two trips per year and is recommended for all employees.
 - b. Employees are responsible for the payment of all charges made on their credit card.
 - c. **Employees who have an active state travel card will not be eligible to receive a travel advance or a transportation request (TR); however, they are eligible to receive a travel advance for prepaid travel expenses that will be billed prior to the travel return date.**
 - c. Upon termination of employment, the state travel card should be cut in half and returned to Travel Services. Travel Services will then close the account.
 - d. See the attachments in OP 79.03 for the card use agreement and the application.

Attachments: [Travel Application Form](#)
[Travel Voucher Form](#)

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| Effective Date: | _____ | Replaces: | _____ | Review Date: | DEC ANNUAL |
| Responsibilities: | Review- | Chair & Secretarial Staff | Policy/Procedure- | All AFS Personnel | |
| Approved: | Kevin Pond | | | | |