



MUSEUM OF TEXAS TECH UNIVERSITY

Operating Policy

M/OP 1.4: Work-Related Travel

Date: December 2013

Purpose: Defines policy regarding travel requests and resources, applicable to all Museum faculty, staff, and students.

Review: This policy will be reviewed in odd-numbered years by the Finance Manager and the Executive Director with recommended revisions forwarded to the Director's Advisory Council.

POLICY

All work-related travel will conform to Texas Tech University Operating Policies Section 79 (Travel). Any application for travel for which the employee is requesting reimbursement from or use of Museum resources requires the advance approval of the Executive Director. Such applications should be submitted no later than three weeks in advance of the first travel day. The Executive Director may approve a set amount for the requested travel; that amount may or may not cover everything, but the amount may be applied to the total travel cost at the employee's discretion (within state travel rates and University policies).

For travel to conferences and related meetings, priority will be given to those employees giving a presentation, conducting a workshop, on the board or a committee, participating in a workshop or similar professional development activity, or for first-time attendees.

For any work-related travel, air travel should be at the lowest fare and least expensive airline available. Vehicle rentals should be from a vendor approved by the State of Texas and at the state rate. If a personal vehicle is used, the Museum will only reimburse fuel costs. Registration fees should be based on the earliest or least-cost registration fee. Reimbursement for meals or optional conference activities generally will not be included.

Once travel is approved and a budget authorized, the Manager of Administration and Finance will assist the employee with the preparation of required travel paperwork and purchase documents. Travel advances and advance reimbursements may be made in conformity to University policies. Most official travel documents and receipts are processed and approved electronically by the Manager of Administration and Finance, the Executive Director, and University administrators.

Employees must obtain receipts for all travel expenses. All receipts should be turned in to the Manager of Administration and Finance within three business days of return or longer by prior agreement. Reimbursement will only be by receipt or any other required documents. Employees should make a copy for themselves of all submitted travel receipts.

Travel on grant funds and Horn Professorship monies will be governed by University guidelines and are not subject to Executive Director approval of travel expenses.

Other References

Other University operating policies pertinent to this topic not referenced above include:

- University Operating Policy 79.01 (Travel Guidelines for Texas Tech University and TTU Employees)
- University Operating Policy 79.02 (Texas State Travel Management Program)
- University Operating Policy 79.03 (Use of the State Travel Card)
- University Operating Policy 79.04 (Application for Official Travel)
- University Operating Policy 79.05 (International Travel)
- University Operating Policy 79.06 (Transportation Requests)
- University Operating Policy 79.07 (Travel Advances)
- University Operating Policy 79.08 (Reimbursement of Travel Expenses)
- University Operating Policy 79.13 (University-Related Travel by Motor Vehicle, Commercial Carrier, and Aircraft)