



TEXAS TECH UNIVERSITY

Operating Policy and Procedure

OP 79.04: Application for Official Travel

DATE: December 14, 2021

PURPOSE: The purpose of this Operating Policy/Procedure (OP) is to set forth the policies and procedures governing the approval process for TTU employees requesting official travel status.

REVIEW: This OP will be reviewed in November of odd-numbered years by the Section Manager of Travel Services with substantive revisions forwarded through the Chief Procurement Officer to the Senior Vice President for Administration & Finance and Chief Financial Officer.

POLICY/PROCEDURE

1. The approval process for official travel is activated by the submission of an online travel application (<https://www.fiscal.ttuhs.edu/Travel2/>). The online form must be completed and submitted when reimbursement for travel will be requested, regardless of the funding source.
2. No trips away from headquarters shall be approved until arrangements have been made by the involved faculty or staff member to ensure the adequate performance of delegated duties and the undisturbed continuance of all parts of TTU operations during the faculty or staff member's absence.
3. International travel (including to U.S. possessions, Canada, or Mexico) must be approved in advance in writing by the Office of International Affairs (OIA), regardless of the funding source. The traveler should consult [OP 79.05, International Travel](#), to see if there are other applicable travel restrictions.
4. Detailed instructions for completing the online travel application form are provided in the *Online Travel Training Guide for Applications and Vouchers* available at <http://www.depts.ttu.edu/procurement/resources/training-and-work-aids/>.