



## TEXAS TECH UNIVERSITY™

### Operating Policy and Procedure

#### **OP 79.04: Application for Official Travel**

**DATE:** November 27, 2013

**PURPOSE:** The purpose of this Operating Policy and 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 manager of Travel Services with substantive revisions forwarded through the managing director of Procurement Services to the vice president for administration and 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. All travel to duty points outside the contiguous U.S. must be approved in advance and in writing by the Office of International Affairs (OIA), regardless of the funding source. If the duty point is outside the U.S. or U.S. possessions, excluding Canada or Mexico, other travel restrictions apply and the traveler should consult OP 79.05.
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/travelservice/workaids.asp>.