



## TEXAS TECH UNIVERSITY™

### Operating Policy and Procedure

#### **OP 79.10: Travel by Prospective Employees**

**DATE:** December 15, 2021

**PURPOSE:** The purpose of this Operating Policy/Procedure (OP) is to set forth the policies and procedures governing the reimbursement of travel expenses of prospective employees.

**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. Definition and Scope**

A prospective employee is an individual being considered for employment by Texas Tech University (TTU). This includes employees at other state agencies being considered for employment at TTU. This policy governs the reimbursement of travel expenses incurred by the individual visiting TTU for the purpose of being interviewed and evaluated for employment.

##### **2. Reimbursement for Travel Expenses**

- a. Prospective employees are to be reimbursed in the same manner as TTU employees except that they may not receive a travel advance.
- b. Airfare for a prospective employee may be requested with the transportation request (TR) as part of an online travel application (see OPs [79.04, Application for Official Travel](#), and [79.06, Transportation Requests](#)).
- c. Prospective employees are not exempt from hotel occupancy taxes, so all taxes paid should be entered when completing the travel voucher.
- d. Prospective employees will be expected to follow the same travel guidelines as TTU employees, including the amount of travel allowances and submission of a travel voucher with the required documentation (see [OP 79.08, Reimbursement of Travel Expenses](#)). This also includes the guidelines on international travel to TTU by a candidate from a country outside the U.S. and its possessions, Canada, or Mexico (see [OP 79.05, International Travel](#)).
- e. Reimbursement for travel expenses will be forwarded to Travel Services *after* the recruitment visit.

### **3. Travel Expenses for Spouse/Family**

Travel expenses for the spouse and/or family of a prospective employee are allowed only on institutional funds and should be submitted through TechBuy. House-hunting trips and other nonbusiness-related expenses are taxable reimbursements. Refer to [OP 72.10, Payments for Employee Moving Expenses](#), for additional information regarding moving expenses.

### **4. Lodging**

A department may either reimburse the prospective employee (at the completion of their recruitment visit) or process a guest lodging purchase order through TechBuy to reserve and pay for individual hotel rooms with certain Lubbock/Amarillo area hotels for prospective employees. Guest lodging guidelines are available at <https://www.depts.ttu.edu/procurement/resources/how-to-guides/>.

Only official travel expenses may be direct-billed. These expenses include lodging, all taxes, food charges, and local telephone calls made for official business purposes. Long-distance telephone calls are not reimbursable for prospective employees. The prospective employee should be informed in advance to pay all non-reimbursable expenses upon checkout.