

## **TTU Travel Agencies and Transportation Requests**

**A travel agency should be used for all international travel.** When travelling on federal funds, the travel agent should be advised that you need to comply with the Fly America Act and the agent will be able to book flights that are in compliance. Employees/Students may process a Transportation Request in the Online Travel System to use a travel agency and the cost of the airline ticket will be charged to Travel Services' credit card and the department cost will be expensed when the travel voucher is submitted. Travel agencies that may be used for Transportation Requests are listed below.

**Bell Travel**    Contact Person: Deborah O'Conner    Phone: 806-794-6822  
[belltravel@nts-online.net](mailto:belltravel@nts-online.net)    [btinvoice@gmail.com](mailto:btinvoice@gmail.com)

**National Travel Systems (NTS)**    Phone: 800-814-3336 ext. 152 or ext. 157  
[ttutrs@nationaltravelsystems.com](mailto:ttutrs@nationaltravelsystems.com) (preferred) or [ttuttravel@nationaltravelsystems.com](mailto:ttuttravel@nationaltravelsystems.com)

**Prince-Jones Travel**    Contact Person: Gil Linnartz    Phone: 806-796-2355  
[gil.linnartz@yahoo.com](mailto:gil.linnartz@yahoo.com)

### **Transportation Requests (TR)**

- When requesting a TR using the online travel application, the employee will be asked to verify that the employee is eligible for the TR and to supply the following information:
  - a. The name of the travel agency (a scroll-down list is available) and the agent handling the reservations. If Southwest Airlines is used for the TR, instructions for using SWABIZ are available at <http://www.depts.ttu.edu/procurement/travelservice/workaids.asp>.
  - b. The estimated cost of the airfare; and
  - c. The flight's ultimate destination city and state.
- When an employee submits an online travel application requesting a TR, Travel Services will receive an automatic notification of the request.
  - a. Upon review, Travel Services will approve the request and the travel system will automatically email both the traveler and the travel agency listed on the application.
  - b. If there are problems with the application or if the TR request is denied, the travel system will notify the traveler via email.
- Only Travel Services may cancel travel applications that include TRs. Travel Services should be contacted immediately if a travel application that includes a TR needs to be cancelled or modified.
- When Travel Services' account is charged for the employee's airfare, the cost will be charged to the FOP listed on the online travel application. The airfare is charged by the travel agency to the Travel Services' account. The airfare expense is reconciled by submitting a travel voucher and claiming the exact amount charged, including travel agency fees, even if the TR is the only travel expense claimed.