

TechBuy Guidelines for Entering Requisitions for Non-Employee Travel Expenses

The following guidelines are intended to provide assistance for individuals entering requisitions for non-employee travel expenses. Procurement Services has made every effort to ensure that the guidelines are in compliance with university operating policies. However, in the event of conflict between these guidelines and operating policies, the operating policies shall prevail.

Travel reimbursements for TTU guests and participants should be processed through the TechBuy system [TechBuy \(Jaggaer\)](#). All travel reimbursements for guests are processed after the travel has happened and are required to produce original receipts for reimbursement. These will not be considered as after the fact or a violation to your department. Guests may only be reimbursed for his or her own expenditures, not for expenditures incurred by other individuals. All guest travel reimbursements must be submitted to TTU within 60 days of incurring the expense. Failure to do so may result in the reimbursement being disallowed or reported as taxable income.

To clarify:

- Travel expenses for employees, students and prospective employees should be processed through the online travel system. (See [Online Travel System](#).)
- Travel expenses for vendors should be processed on the requisition along with the fees and any other backup documentation that can be attached.

The procedures explained in this guideline apply to all official university travel, regardless of funding source and are based on [TTU OP 79.08 Reimbursement of Travel Expenses](#).

General Procedures for Guests and Participants

1. Have the Guest/Participant complete the [New Vendor Registration Forms](#) if they are not currently in the TechBuy system. This form can be faxed or emailed to Vendor Services (as indicated on the form itself) or attached to the requisition.
2. When the travel is complete and the traveler has sent you the original receipts, organize the expenses using the [Guest Travel Expense Worksheet](#).
3. Prepare the reimbursement requisition using the **Non-Catalog Form Master**.
4. Enter the Guest/Participant as the supplier, either by searching for the name or by entering the information manually if you are attaching the vendor registration forms.
5. In the **Purchase Category**, select "Participant & Speaker Travel".

Non-Catalog Form

Purchase Category

Participant & Speaker Travel

6. Enter the quantity and pricing information for the trip. If you are attaching the Guest Travel Expense Worksheet with details of the expenses, it is recommended that you enter a packing of 1 EA, a quantity of 1, and list the Grand Total from the worksheet as the Unit Price. (This is explained in more detail below.)

Packaging (UOM)

1

EA - Each

Quantity

1

Unit Price

573.25

7. In the **Product Description** field, enter a description of the travel:

Product Description

Travel reimbursement for James Johnson, guest speaker at the CHEM 5301 Seminar on 4/9/14.

165 characters remaining

expand | clear

- In the Additional specifications for Goods or Services section, enter the purpose and benefit of the travel to the University. Note, this information is required by the Internal Revenue Service in order for TTU to pay or reimburse travel related expenses.

Additional specifications for Goods or Services*	Guest speaker to give a lecture to <u>RCOBA</u> students in Business Law on Tuesday March 28th, 2017.
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- At the top of the form, click on “Add and go to Cart.”

Available Actions: Add and go to Cart 

- When reviewing your cart, attach the new vendor forms (if needed), scanned copies of the traveler’s receipts and a copy of the Guest Travel Expense Worksheet (in Excel format) if used in the **Internal Notes and Attachments** section. Please note that each of these forms should be attached as separate documents. Please note: The smaller receipts may be taped to a sheet of paper to be scanned in. Any confidential information such as full credit card numbers or bank account numbers should be redacted.

Internal Notes and Attachments		?
Internal Note	no note	<input type="button" value="edit"/> N
Internal Attachments		A
<input type="button" value="add attachment..."/>		
Event Title	no value	



- Before submitting your requisition, you may need to split your funding if multiple funds and/or account codes are used. The account codes that are used to reimburse guest/participant travel expenses include:

Expense	Acct Code
Transportation (airfare, personal auto mileage, rental car, fuel, taxis, parking, baggage)	7B7005
Lodging (hotel and applicable lodging tax)	7B7006
Meals (GSA per diem or original detailed meal receipts)	7B7007
Incidental Expenses (Note, these expenses must benefit TTU or project)	7B7003

Please see the [Splitting FOAPs on your Requisition](#) guide for further assistance.

- When all the corrections or changes have been made and documentation attached, the requisition is ready to be submitted for review.

Guest Travel Expense Worksheet

- The [Guest Travel Expense Worksheet](#) is an Excel worksheet that can be used to organize the guest’s expenses. It will assist you in organizing the expenses and will expedite the reimbursement process.
- The top section of the worksheet does not have to be completed, but if it will be used as a coversheet for the receipts sent to Payment Services, enter the traveler’s name. (The requisition number may be written in by hand after the requisition is submitted.)

Guest Travel Detail		Req/PO#:
(listing info here is optional but if not included here, must be on requisition)		(if submitted)
Name of Guest	James Johnson	R Number:
Purpose of Travel		
Origin		
Destination		
Dates of Travel	From:	To:

- Enter the dates of travel. Note, if there is airfare that was purchased in advance, that should be the first date listed.

Dates of Travel	From:	To:	DATE:	DATE:	DATE:	Total		
DATES:	3/15/2014	4/8/2014	4/9/2014	4/10/2014	DATE:	DATE:	DATE:	Total

4. The section for Transportation 7B7005 expenses should include all transportation-related expenses, listed in columns on the date they occurred, including the airfare or personal auto mileage, rental car, fuel for the rental car, taxis, and parking. Airfare will not be reimbursed if a purchase order was submitted through a travel agency. Baggage charges should also be listed in this section. The Total column on the right will provide a total for each type of expense, and the total in Cell I19 will be the total of all 7B7005 Transportation expenses.

Dates of Travel	From:	To:	DATE:	DATE:	DATE:	Total
TTU or System?	FUND:	ORG:	ACCOUNT:	7B7005	PROGRAM:	
Participant Transportation:						
Airfare	358.60					358.60
Mileage (Miles x 0.56) <small>(please attach MapQuest)</small>		6.72		6.72		13.44
Rental Car						0.00
Fuel for Rental Car						0.00
Taxi/Shuttle/Car Service		30.00		30.00		60.00
Parking						0.00
Other transportation:		25.00		25.00		50.00
						0.00
						0.00
Total Account 7B7005	358.60	61.72	-	61.72	-	482.04

5. In the section for lodging, please list each night's lodging charges, including the allowable taxes. Remember, if the guest's stay was here in Texas, TTU is exempt from the state lodging tax. The total in Cell I21 will be the total for 7B7006 Lodging expenses. The lodging will not be reimbursed if a purchase order was set up for the guest using the Guest Lodging form.

TTU or System?	FUND:	ORG:	ACCOUNT:	7B7006	PROGRAM:	Total
Participant Lodging						
						0.00

6. In the section for meal expenses, please list each meal that is being claimed, either actual expenses or the share of the day's per diem. The total in Cell I27 will be the total for 7B7007 Meal expenses.

TTU or System?	FUND:	ORG:	ACCOUNT:	7B7007	PROGRAM:	Total
Participant Meals						
Breakfast		12.68	15.00			27.68
Lunch	15.12		9.88			25.00
Dinner		22.55	15.98			38.53
Total Account 7B7007	-	15.12	35.23	40.86	-	91.21

7. The Grand Total listed in Cell I28 is the total of the transportation, lodging and meal costs, and should be the total amount listed as the Unit Price for the travel reimbursement on the TechBuy requisition.

<i>Please be sure to scan and attach copies of the receipts and a MapQuest printout to document these expenses.</i>						Grand Total	573.25
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Basic Travel Reimbursement Guidelines

- As stated earlier, departments should refer to [OP 79.08 Reimbursement of Travel Expenses](#) for details of the documentation requirement for receipts. Receipts must comply with IRS accountable plan rules in order to qualify as non-taxable reimbursements, so the same rules apply for guests and participants.
- Airfare:
 - Departments are encouraged to purchase airfare for their guests directly from one of the TTU contract travel agencies (Bell Travel or National Travel Systems). However, when that is not possible, a guest may purchase his/her own airfare and be reimbursed. Guests should obtain the lowest airfare possible.
 - The receipt or itinerary must include the airline name, traveler's name, ticket number, travel dates, origin and destination (for each flight/leg), airfare amount, and proof of payment. This may end up requiring two attachments to fulfill requirements.
 - If the traveler is being reimbursed from federal funds (funds beginning with 21), the Fly America Act mandates the use of US flag carriers. Please see [Guidelines for Complying with The Fly America Act](#) for more information about the documentation that must accompany reimbursement requests on federal funds.

3. Personal Auto Mileage:
 - a. TTU will reimburse either mileage or the gas but not both.
 - b. The mileage reimbursement shall be inclusive of all expenses (including any damage incurred to the personal vehicle).
 - a. The mileage amount is the actual number of miles traveled multiplied by the mileage rate set by the Texas Legislature. (See [Travel Reimbursement Rates](#))
 - c. Reimbursable expenses in addition to the mileage allowance:
 - a. Parking fees, bridge, road tolls, and airport parking.
 - d. Non-reimbursable expenses included in the mileage allowance:
 - a. Charges for repairs, depreciation, replacements, grease, oil, antifreeze, towage and similar speculative expenses, gasoline, insurance, state and Federal taxes.
 - e. Guests can be reimbursed for mileage from their homes or offices to/from the airport when flying.
4. When claiming personal auto mileage, guests are required to calculate mileage by one of the following two methods:
 - a. Odometer reading (point-to-point method) –guest must submit odometer beginning and ending readings.
5. Electronic mapping source (such as that on www.Mapquest.com or any other online mapping service). If this method is chosen, the traveler must print out the driving directions provided by the site and attach them to the requisition to document.
6. Rental Cars:
 - a. The receipt must include the rental company name, the renter's name, starting and ending dates, itemization of expenses incurred, and proof of payment.
 - b. TTU cannot reimburse for liability supplements, personal accident, safe trip and personal effects insurance. Fuel for rental cars may be reimbursed, but the traveler must submit original receipts.
7. Taxis, shuttles, buses, and railroad expenses may be reimbursed, but the traveler must submit original receipts if the cost is over \$100.
8. Parking and toll expenses may be reimbursed when the guest is traveling in a personally-owned or rented vehicle. Original receipts are required if the cost is over \$100.
9. Baggage charges should be claimed as a Transportation expense on the Guest Travel Expense Worksheet, under "Other."
10. Lodging:
 - a. When the guests or participants are traveling to Lubbock and the department knows they will be paying or reimbursing for the hotel room, departments are ***strongly*** encouraged to utilize the Guest Lodging option in TechBuy. The participating hotels routinely offer much better rates than the guests can obtain by calling the hotel directly. For more information, see [Entering Requisitions for Guest Lodging](#)
 - b. Lodging can only be reimbursed from a commercial lodging establishment—one that provides lodging to the public for pay. TTU cannot pay an employee to provide lodging for a guest.
 - c. TTU will reimburse lodging expenses one day before and one day after official business.
 - d. The lodging receipt must include the name and address of the hotel, the guest's name, the single room rate, and a daily itemization of the lodging charges, and proof of payment. This may require two documents to prove stay and payment i.e. check out form from the hotel and credit card or bank statement showing payment by the guest. All sensitive information such as bank account or credit card number should be redacted.
11. Meals:
 - a. Guests may claim the allowable per diem or claim actual meal expenses but not both.
 - b. When claiming actual meal expenses *itemized* original receipts showing proof of payment are required.
 - c. When claiming per diems, departments should make every effort to ensure that meals claimed were not also included with departmental PCard charges or employee reimbursements for entertainment expenses with the guest.
 - a. Per diem is broken down to:
 - i. Breakfast 20% of daily per diem

- ii. Lunch 30% of daily per diem
 - iii. Dinner 50% of daily per diem
 - d. TTU will reimburse meal expenses based on departure and arrival times. Time of departure is determined as two hours prior to flight departure and arrival is determined when the plane lands.
 - Departure prior to 8:00 am: Breakfast, lunch and dinner
 - Departure prior to 12:00 pm: Lunch and dinner
 - Departure prior to 5:00 pm: Dinner
 - Arrival after 9:00 am: Breakfast
 - Arrival after 1:00 pm: Breakfast and lunch
 - Arrival after 7:00 pm: Breakfast, lunch and dinner
12. Tips and Gratuities are allowed but are limited to the following amounts:
- a. Airport porters--\$1.00 per bag
 - b. Hotel bellman--\$1.00 per bag
 - c. Housekeeping staff--\$1.00 per night
 - d. Restaurant staff—20%
 - e. Taxi drivers—20%
 - f. Valet--\$2.00
 - g. Other--\$1.00
13. Incidental—The following incidental travel expenses for guests and participants are allowed so long as the business purpose benefits Texas Tech, is sufficiently documented and original receipts are provided:
- a. Local and long distance telephone calls
 - b. Money orders
 - c. Currency exchange fees
 - d. Notary fees
 - e. Travel agency service charges
 - f. Visa, passport and departure taxes
 - g. Mandatory service charges imposed for meals or lodging
 - h. Postage, freight, photocopies and fax charges

Notes

- ***In accordance with IRS regulations, travel reimbursements are taxable when the reimbursement request is not submitted within 60 days after the expenses are incurred.*** If the travel occurred more than 60 days prior to the date the TechBuy requisition is submitted, the appropriate account code will be used (such as 7A0070 or 7N3050) and the payment will be considered taxable income to the traveler.
- Appropriated funds (11, 12, 13 or 14) cannot be used for travel reimbursements for non-employees. (Travel for prospective employees is allowed on state funds using the 7B5 budget pool, but reimbursements should be processed through the online travel system.)
- Departments are responsible for reviewing the award terms and conditions to determine if travel for guests/non-employees is allowable on sponsored projects and that funding is available in the 7B7 budget pool.
- Most TTU guests are not limited to the GSA/state rates, although some funding sources do restrict travel expenses for participants to the amounts established in institutional policy. Departments should try to conserve TTU funds whenever possible by using contract or state rates when available.