

TechBuy Guidelines for Entering Requisitions for Student Group Travel Expenses

The following guidelines are intended to provide assistance for individuals entering requisitions for student group travel expenses in TechBuy. The Procurement Services Department 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.

Many undergraduate student group travel expenses are now paid using the [Travel Advance Card](#) offered by Travel Services because of the convenience of this declining balance card. However, some expenses can still be processed through TechBuy. Note: This option is only available for **undergraduate** student groups and their sponsors. The option is not available for groups of employees. Employee travel expenses should be processed through the online travel system.

1. Obtain written quotes for all of the expenses to be processed through TechBuy, such as hotels, transportation, group meals, etc. The quote to the requisition should be attached to the requisition.
2. Enter the requisition on a Non-Catalog Form.

- In the **Purchase Category** select “Student Team & Group Travel.”

Non-Catalog Form

Purchase Category

- Be sure to accurately enter the quantity and the unit price. Lodging expenses should be processed similarly to a regular guest lodging order, with the total number of nights and the cost for each night plus applicable taxes, not as “1 lot”

Packaging (UOM)	<input type="text" value="1"/>	<input type="text" value="EA - Each"/>
Quantity	<input type="text" value="10"/>	
Unit Price	<input type="text" value="90.95"/>	

- In the **Product Description** field, enter the dates of the travel and the destination. Be sure to include a purpose and benefit statement.

Product Description	<input type="text" value="Lodging for Student Robotics Group, 5 rooms for 5/1-3/14 (two nights), to compete in state tournament"/>
	153 characters remaining expand clear

- Use the **Description of Goods or Services** field for any additional information pertinent to the order.

Additional specifications for Goods or Services*	<input type="text" value="Rate is \$85 per night, plus city tax of 7%."/>
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- Use the 7B6002 Student Group Travel Field Trips account code.

3. If the entire requisition needs to be paid in advance, mark the requisition “Advance Pay.”

1 Lodging for Student Robotics Group, 5 rooms for 5/1-3/14 (two nights), to compete in state tournament <small>more info...</small>		1/EA	90.95	10 EA	909.50 USD	<input type="checkbox"/>	<input type="button" value="edit"/>
Additional specifications for Goods or Services* <small>more info...</small>	Rate is \$85 per night, plus city tax of 7%.	Taxable ✘ Replenish stock ✘ Commodity Code no value Recurring Payment ✘ Advanced Pay ✔ Invoice Attached ✘	Internal Note no note Internal Attachments add attachment... External Note no note Attachments for supplier add attachment...				

- If a deposit is required, mark the requisition "Advance Pay" *and* note the amount of the deposit in **Internal Notes**. (If there's a deadline for the deposit, be sure to note that, too.)

The screenshot shows a window titled "Internal Notes and Attachments". Inside, there is a list of "Internal Note" entries. One entry is highlighted with a red oval and contains the text: "Need \$200 deposit by 4/20/14 please." The date "4/20/14" is highlighted in yellow. There are "expand" and "clear" buttons at the bottom right of the note area.

- If the check must be picked up, note the person's name and email address in **Internal Notes** so they may be contacted when the check is ready.
- Scan and attach any documents that pertain to the travel:
 - Include the quote from the vendor, food forms, etc.
 - If the requisition is for charter transportation, a copy of the vendor's proof of liability insurance must be obtained and attached to the Internal Documents.
 - The list of the travelers' names must also be supplied. If the final list is unknown at the time the requisition is prepared, please send it to [TechBuy Support](#) as soon as the list is finalized and include the PO number with which it is associated. It may also be uploaded to the order utilizing the sciquest.purchasing@ttu.edu email recipient.

Note:

- If the vendor requires a signed agreement, be sure to obtain a copy of their form to attach to the requisition. The [Contract Routing Sheet](#) will be required to process the contract. Please remember that it will take one to two weeks to process the contract before the purchase order can be issued, so be sure to allow extra time if the vendor requires a signed agreement.

FUNDING NOTES:

- Appropriated funds (FOPs beginning with 11, 12, 13 or 14) cannot be used for student group travel.