

## 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 Purchasing/Contracting 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 of the expenses that are incurred for undergraduate student group travel may be processed through TechBuy. (Note: This option is only available for undergraduate student groups—the students and their sponsors. The option is not available for groups of employees only. Employee travel expenses should be processed through the online travel system.)

1. Obtain quotes for any expenses that you will be processing through TechBuy, such as hotels, transportation, group meals, etc.
2. Enter the requisition on a Non-Catalog Form.
  - In the **Purchase Category** select “Hotels and Group Travel.”
  - In the **Product Description** field, enter the dates of the travel and the destination.
  - In the **Description of Goods or Services** field, include detailed information about the travel, including the travel dates and destination, purpose and benefit.
  - 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.” If you need a deposit, mark the requisition “Advance Pay” *and* note the amount of the deposit in **Internal Notes**. (If there’s a deadline, be sure to note that, too.)
4. If you need to pick up the check, put that in **Internal Notes** along with your email address.
5. 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, you must obtain a copy of the vendor’s proof of liability insurance and attach that in Internal Documents.
  - You will also need to supply a list of the travelers’ names. If you do not have the final list when the requisition is prepared, please send it to Purchasing as soon as possible. (Be sure to include the PO number.) That list will be scanned and attached to the purchase order.

### **Note:**

- If the vendor requires a signed agreement, be sure to obtain a copy of their form to scan and attach to the requisition. You will also need to attach a routing sheet to the requisition. The routing sheet can be downloaded at [www.depts.ttu.edu/contracting/routing%20sheet.new.doc](http://www.depts.ttu.edu/contracting/routing%20sheet.new.doc).
- If the group includes any spouses or dependents of either the students or the sponsors and there are additional costs for their travel, you must also complete the spousal/dependent travel forms. The forms can be downloaded at [www.depts.ttu.edu/opmanual/OP72.06F.pdf](http://www.depts.ttu.edu/opmanual/OP72.06F.pdf) and [www.depts.ttu.edu/opmanual/OP72.06G.pdf](http://www.depts.ttu.edu/opmanual/OP72.06G.pdf). The forms will be reviewed by the Tax Compliance and Reporting Office. If there is not a legitimate business purpose for the spouse or dependent travel (using the IRS guidelines for business travel expenses), the value of the travel expenses paid by the university is considered a taxable benefit and will be added to the employee’s W-2 form.

### **FUNDING NOTES:**

- State funds cannot be used for student group travel (FOPs beginning with 11s and 12s).