Travel Preparation

Application & Voucher

Administration and Finance Information Systems Management
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Texas Tech Online Travel System

Purpose: To provide preparers with information to successfully complete documents using the online travel system.

- Travel must be for the benefit of the institution
- Travel Expense may be reimbursed only if the purpose of the travel involves official state business and is consistent with the university’s legal authority.
- The university shall minimize the amount of travel expenses reimbursed by ensuring that each travel arrangement is the most cost-effective considering all relevant circumstances.

Online Travel System

Supports travel for:

- TTU Employees and Prospective Employees
- Students – Both Graduate and Undergraduate

Is not used for:

- Employee moving expenses
- Non-Employee Travel
  - Speakers or Participants

Travel Application

Is to be submitted on all travel whether supported by university funds or funded outside of university. If a trip occurs without an application being submitted, following the trip, you must submit the application, wait 3 hours and then submit a voucher in order for the traveler to be reimbursed.

- **Domestic Travel** – Submit 2 weeks prior to trip start date
- **International Travel** – Submit at least 30 days prior to trip start date
  - Requires approval from Office of International Affairs (OIA) even for zero-cost travel.
  - Requests for travel to a nation that is under a Travel Advisory issued by the U.S. State Dept. may not be approved.
  - To comply with Federal Export Control regulations, the following information is required in the trip description: list of all destinations, destination contacts, destination affiliations, and business equipment/supplies that will be taken with the traveler.
- **Student Travel** requires the Emergency Contact Release Form and the Release & Indemnification Agreement Form to be completed and sent to the OIA.

Travel Voucher

The travel voucher is to be submitted when the trip is completed.

- Submit no later than 60 days after the trip is complete
  - If TR or Advance was processed, must be completed within 15 days of trip end
  - Failure to submit within 60 days after trip end date causes reimbursement to become taxable to the traveler and is reported to Payroll as taxable income.
- Only one employee per voucher.
  - Those using state appropriated funds (11xxxx-14xxxx) will be required to use a State travel card for all expenditures.
  - Any allowable travel related expense not purchased with a state card will required non-appropriated funding.
The Online Travel System

The travel system is used when employees / students are traveling on behalf of TTU. The first step in this process is to submit a Travel Application, which must go through an approval process. When the application is submitted, funds are encumbered. Once the trip is complete, a Travel Voucher is submitted so that the traveler can receive any due reimbursement.

From Raiderlink – click on Travel within the Procurement Services Channel

Select Applications on the left menu, then select “Create a new Application”

Proceed to sign in using eRaider Username and Password
Select Travel Type
Click inside the radio button to the left of the type of travel being prepared

![Type Of Travel]

Identify the Traveler
Enter R# of traveler in search field, select search.
  o  If the R# is unknown, search by name.
    o  % is the wildcard that can be used when searching by name
    o  search by legal name
    o  persons with same name exist on campus so be careful to select the correct person.

![Search]

Note **If no results are returned, make sure the search criteria being used is accurate. Try again. Search diligently to prevent a person from having multiple identities within the system.

New Vendor Request
If no results are generated for the search, a New Vendor Request will need to be submitted
  o  Click New Vendor Request as shown below:

![New Vendor Request]
Complete the form as detailed below:
- If for an employee Address 1 field must include the mailstop
- If the person does not have / provide Social Security number, process travel via TechBuy
- Complete form, review for accuracy, click “Submit”.

![New Vendor Request form]

The person who submits the request will receive an email from Vendor Services once the Vendor ID is created. Then the travel application can be processed for the traveler.

**Select Traveler**
Click on active R number in the first column to choose traveler
- Select active R number link that has Mail Stop in Address 1 field for employee whenever possible

<table>
<thead>
<tr>
<th>Name</th>
<th>Address1</th>
<th>Address2</th>
<th>City</th>
<th>State</th>
<th>Zip</th>
</tr>
</thead>
<tbody>
<tr>
<td>R00524451</td>
<td>Kenneth Shawn Lindsey</td>
<td>Athletic Training Room</td>
<td>M S 3021</td>
<td>Lubbock</td>
<td>TX 79409</td>
</tr>
<tr>
<td>R00524451</td>
<td>Kenneth Shawn Lindsey</td>
<td>MS3021</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Select Travel Supervisor

The person selected as supervisor is required to approve the voucher for the trip. This auto-populates with the employee’s supervisor based upon the data in Banner. However, a different person can be identified as long as the position they hold is superior to that of the traveler.

Basic Trip Information

Under the Travel Explanation / Comments section, the following must be included:

1. A clear business purpose for the trip.
2. A detailed explanation on how the trip is of benefit to Texas Tech.
3. If grant funds are used, the trip description must also include a detailed explanation describing the benefit to the scope of the project.
4. If attending a conference, provide the full name of the organization and conference dates.
5. Abbreviations or acronyms must be defined.
6. Any other additional information such as the names of other individuals sharing lodging expenses.
7. An explanation of any other variances in travel such as departures/returns to locations other than headquarters or the business destination.
8. Any other helpful information that Travel Services might need.
Vacation

If vacation will be combined with travel event, this section of the application must be completed. The traveler will not be reimbursed for expenses on these days.

Provide the details regarding vacation in boxes provided. Select Next when complete.

Air Travel – Business Travel Account (BTA) / Transportation Request (TR)

The University has a Business Travel Account (BTA), also called a Transportation Request (TR), that can be used to pay for the airfare expense. If wanting to exercise this option, select the check box provided and complete section shown below. If not requesting a BTA / TR, select Next.

Estimated Expenses

This page is used for estimating the cost of the trip for the purpose of encumbering funds in order to reimburse traveler for expenses. Try to be as accurate as possible, understanding that the amounts entered on the voucher will true up any differences. Do not include any costs prepaid by the university through a Purchase Order, Pcard or other means.

- For travel that will not encumber university funds, place a -0- in the applicable fields.
- If public transportation or apartment rental are involved, use link “Show other expenses.”
- It is preferred that registration fees be paid with Pcard or Purchase Order.
- Utilize hyperlinks provided to find allowable rates as needed
  - Department can set a lower per diem rate than what is shown in the GSA Website.
- Include Prepaid expenses if traveler used personal funds to pre-pay.
- If estimating costs for a conference, use conference brochure for cost details as applicable. You will need to upload conference agenda and conference hotel information to the documentation.

When estimated expenses have been entered, ensure that the FOP(s) supporting the travel have sufficient funds for the trip. If they do not, take necessary action to have funds available prior to submitting the application. If funds are available, click “Next”

** TechBuy can be used for securing rental cars. This isn’t allowed on state funds. (11-14)
Account Distribution

Enter the FOP(s) that will support the trip expense. Verify that the FOP(s) have funds to support the travel.

- If splitting between FOP(s), enter first FOP and amount to be paid by it, select Add, then enter next FOP and amount to be paid by it.
- The Amount must match the Total Expenses

Selecting “Add” causes the FOP(s) to be displayed in the chart below the entry boxes. Review entry.

- Select Edit to modify entry
- Select Delete to remove all and start again
- The estimated amount and allocated amount must match
- Select Next when complete
Travel Advance

An advance is provided to assist the employee, student, or group sponsor with expenses, it must involve an overnight stay. All travel advance requests must be made at the time the application is submitted. Advances can be requested for airfare, meals, lodging, registration fee, passport/visa and personal auto mileage. Advances are not allowed for rental cars, but there are direct bill options through TechBuy.

**Airfare** – for pre-paid airfare requests, a paid-in-full receipt or redacted credit card statement showing the charges must be provided.

**Lodging** – up to 90% of lodging costs may be advanced for the locale per diem as listed on the GSA website unless staying at a conference hotel. Hotel taxes may be included but may not exceed 9 percent for travel within Texas or 15 percent for travel outside of Texas.

**Meals** - Up to 90% of the meal costs may be advanced for the locale per diem as listed on the GSA website.

**Other Expenses** – Additional expenses, up to $100, may be advanced for taxis, shuttles, gasoline, etc. These expenses must be itemized and included in the application documentation.

**Prepaid Expenses** – A receipt or redacted credit card statement showing payment-in-full must be uploaded to documentation before the travel advance is approved. Advances for prepaid expenses are approved after documentation is reviewed and approved. A check or direct deposit is processed the next day. Direct deposit will show up in the traveler’s account a day or two later.

**Non-prepaid expenses** - The advance will be approved five working days prior to departure. A check or direct deposit is processed the next day. Direct deposit will show up in the traveler’s account a day or two later.

The traveler will need to make sure their Employee Reimbursement Account is set up and is routed to the correct account. This is a separate set up process than for employee payroll accounts. In RaiderLink go to My Texas Tech Information>Update My Direct Deposit >Employee Reimbursement Account (on a separate tab than payroll).

If advance is not desired, choose “Next”.

Complete applicable field(s) for needed advance. There are 4 conditions provided in the application that disqualify a person from receiving an advance. They display once “I would like an advance” is selected. If advance is not desired, choose “Next”.

![Advance](image)
Travel Summary
This is provided to allow **review application for accuracy** prior to submission. Once submitted the application cannot be edited. Each section has an active link that returns preparer to section for editing. The back button should not be used in the Online Travel System.

General Information Summary, choose link to edit:

- **Travel Type:** Employee / Student
- **Department:** Admin and Finance Info Systems Mgmt
- **Agency:** Texas Tech University
- **Traveler:** Jennifer L. Lindsey (R00376985)
- **Traveler Title:** Student Assistant - Instructor
- **Preparer:** Jill Lindsey Ph: 8068344141
- **Travel Dates:** 4/25/2017 - 4/27/2017
- **Originating Locale:** Lubbock, TX
- **Major Destination:** Atlanta, GA
- **Explanation:** John Doe will attend International Business Machines (IBM) Conference introducing updates to the Cognos Reporting System. This will allow him to write reports more efficiently and provide better data for campus to use in making business decisions.
Estimated Expenses, choose link to edit:

<table>
<thead>
<tr>
<th>Expense Type</th>
<th>Units</th>
<th>Unit Cost</th>
<th>Item Sub-Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Commercial Air</td>
<td></td>
<td></td>
<td>$357.00</td>
</tr>
<tr>
<td>Meals</td>
<td>3</td>
<td>$45.00</td>
<td>$135.00</td>
</tr>
<tr>
<td>Lodging</td>
<td>2</td>
<td>$112.00</td>
<td>$224.00</td>
</tr>
<tr>
<td>Personal Auto Mileage</td>
<td>42</td>
<td>$0.3350</td>
<td>$22.47</td>
</tr>
</tbody>
</table>

Accounts, choose link to edit. Review available funds prior to submitting application. If funds are not available, do not submit application. Correct budgets prior to submission.

When correct, select “Everything Looks Correct – Submit This Application” found in lower left:

Application Accepted

The application number will be displayed. This number will appear as the Document Reference Number in Cognos reports. If an advance or a BTA was requested, now is the time to submit the documentation.
If documentation is available, upload after application submitted. Make sure that any Personally Identifiable Information has been redacted. To attach, select “Browse”, then “Upload”. Provide description if desired. Choose “Save Changes”.

If needed documentation is not available when the application is submitted, you may attach it later. To access the submitted application, choose “Applications” in left menu of Online Travel System > Advance/BTA Documentation. Choose the appropriate “View/Add” link within the column Advance/BTA Documentation for the trip. Attach document(s) following instruction on previous page.
**Tips for Uploading Documents in the Online Travel System**

- Redact any Personal Identifiable Information prior to uploading document(s). This includes credit card numbers (leave final 4 numbers), bank account numbers, etc.
- Original receipts should be taped to a blank sheet of paper prior to scanning. Do not tape any printed portion of the receipt.
- Ignore warnings about a corrupt file when opening files in the Online Travel System.
- Documentation for Travel Advance will be uploaded during Application stage or afterward using links provided in Applications > Advance / BTA Documentation.
- If uploading all receipts on the Main Expense page of voucher, choose category “Other” as the expense category. Keep the receipts in the same category order as the application/voucher and in chronological order.
- If there are no receipts to submit, upload a document advising that no receipts are being submitted.
- Supporting documentation that is submitted with the application is also required for the voucher. The Application and Voucher are two separate documents. In order to calculate the correct reimbursement and clear advances, the expenses need to be submitted with the voucher as well.
- We must have confirmation from the prospective employee confirming the accuracy of their voucher and verification that the reimbursement amount is correct. The documentation containing the actual signature or an email acknowledgement needs to be scanned in with the voucher.
- Retain original receipts until the Travel Voucher has been approved by the Travel Office. Once approved by Travel Services, the receipts may be destroyed.
The Travel Voucher

The voucher should be completed, approved and submitted to Travel Services within 30 days of return to headquarters. When travel advances have been provided, vouchers are due within 15 days. In accordance with IRS regulations, travel reimbursements are taxable to the traveler when the travel voucher is not submitted to Travel Services within 60 days of the trip end date. Travel Services will report taxable expenses to the Payroll Office.

From within the Online Travel System, select “Voucher” in the left menu, then “Fill Out or Complete Voucher”

Voucher – Select Traveler

- R# search will return one person only
- If utilizing name search, select correct traveler.

Within search results, click on the R# of traveler

Select the Trip

A traveler may have more than one application open, choose correct trip.
Basic Trip Information

This page populates based on what is entered in the application. If plans changed or if an error was made on the application it will be corrected on the voucher.

- Verify dates are correct; modify if needed
- Enter time of departure
  - For air travel, departure can be up to two hours before flight departure
- Enter time of return
  - For air travel this is when the plane lands. It is not when traveler exits the airport.
- For vehicle transportation, time of return is when traveler arrives at headquarters/residence.
- For domestic travel with multiple stops, the destination should be the last stop.
- For travel that includes an international stop, list the international location as the destination.
- Travel Explanation/Comments is used to provide details regarding variances to plan:
  - If plane arrived later than scheduled, explain why in this section.
  - If a cab was used in addition to having a rental car, explain why.
  - If trip was extended, explain why.
  - If lodging costs were split, indicate the traveler’s name and voucher number if known.

![Basic Trip Information](image_url)
Expenses

This page provides links to specific expense types for submission of costs incurred. Incurred costs are entered by expense type; select the hyperlink in the top section of the page and provide details as required. Once all expenses are entered, the voucher will be electronically submitted for approval.

- Receipts for all expenses will be uploaded with the application, along with the conference brochure, if applicable.
  - Redact any personally identifiable information (bank account numbers, credit card numbers, etc.) prior to uploading.
  - The receipts should be grouped by expense type in chronological order and can be uploaded on the main expense page or on the page for each expense type. Currency conversion screenshots should immediately follow each individual expense.
Commercial Airfare Expense

Provide required details regarding airfare for each billed expense.

- Enter cost of airfare, minus travel agency fees, in the top section of this page.
- Agency Fees, if incurred, are entered in the lower part of the page. They must be separated from the airfare amount.
- Baggage Fees, if incurred, are entered within the “Other” category on a different screen.

If the System does not allow the full airfare amount, one of the Contract Rate Exceptions box must be selected.

Select “Next” when page is complete.

The FOP distribution entered in the application displays with amount entered on the voucher. To edit FOP, select link “add another FOP”. This link allows changing of FOP or splitting between FOPs.
Upload Documentation

Receipts for expenses can be uploaded following entry of details for each “Expense Type” rather than on the Main Expense Page, if desired.

Browse Desktop and select desired document

![Image of Airfare and Agency Fee - Documentation]

When Upload is complete, enter description of document, select “Next”

![Image of File Table]

Note regarding MS Office files - When opening Office files (Word, Excel, etc.) you may receive a warning about the file being corrupt. You may safely ignore this message. The file storage system makes slight modifications to the file but does not do so in such a way as to overwrite important information.

Once an expense type is complete, the user is redirected to the main expenses screen.

- The check mark indicates that Commercial Air is complete
- The page icon indicates expenses were uploaded at expense type page
- Select next applicable link and continue until all expenses are entered

![Image of Expenses Table]

Expenses claimed so far: $587.00
Hotel and Hotel Tax Expense

Complete form providing details based on lodging receipt(s)

- Receipt from hotel must show to be paid.
- Taxes are not included with the night rate.
  - Enter Taxes in the nightly taxes field.
- The 6% in-state lodging tax, if charged, will not be reimbursed.
- Online booking sites include State of Texas lodging taxes which need to be deducted from the reimbursement amount.
- If different rates for hotel were incurred, enter each amount separately, including taxes and number of nights at that night rather than averaging for the trip.
- If City/County does not populate in drop down, select “Other.”
- Review, edit if necessary.
- Select Next
Review of Hotel Expense Allocation

The allocation of expense per FOP display on this page

- To add / modify FOP distribution use the “add another FOP” link
- For Sponsored Program (Grant) accounts, the “Remove Restricted FOP Limits” may be selected; proper documentation must be attached to voucher
- Select Next when review is complete

Hotel and Hotel Tax Expenses

**The next page of the voucher is the Hotel and Hotel Tax Receipt documentation page. Upload applicable documentation if choosing to do so at the expense type level. Review page XX of this training guide for instruction

Personal Auto Mileage Expense

Reimbursements for personal mileage may not exceed the cost of a contracted rental vehicle. The Online Travel System provides a tool to assist in determining the most cost effective mode of transportation: Help>Links>Other Travel Links>Mileage Calculator TTU. A copy of this completed Rental Car vs. Mileage Reimbursement Calculator form must be attached to the voucher documentation.
Mileage reimbursement is limited to the product of the actual number of miles traveled for business and the maximum mileage reimbursement rate as established by the Texas Legislature each year (see Travel Reimbursement Rates).

- The actual miles traveled is determined by point-to-point itemization documented by either the employee’s odometer records or the shortest distance calculated by MapQuest or other mapping tool. The mapping tool printout or odometer records must be provided with the travel voucher.
- For the input variables on the Mileage Reimbursement Calculator, enter:
  - For the car rental daily price and rental car gas mileage (MPG), we allow the cost of a full size car with Enterprise. At this time, this is the highest allowable reimbursement cost on the comparison chart (i.e. $37.75/day at 21 MPG).
  - We allow an estimate of $20/day for the state/local taxes and additional surcharges/fees.

If the mileage comparison shows that it would have been cheaper to rent a car, adjust the miles in the personal auto mileage expense category on the voucher so that the reimbursement amount comes in at or below the cost to rent a car.

Enter information in spaces provided for personal auto mileage expense.

- Enter round trip miles supported by MapQuest printout
  - Total miles for trip to and from airport would be one entry
  - If traveling to different locations, enter each trip separately
- Select Next when complete

![Personal Auto Mileage Expense](image)
Parking Expense

Provide expense details in space provided, if more than one receipt, enter each separately. Select Add Expense, then Next when complete. This page is followed by FOP details and Documentation upload.

Apartment Rental Expense

This is for the rental or lease of an apartment or house for greater than 30 days. Less than 30 days is considered lodging. Enter details of expense:

- Name of Apartment
- Duration in Days, Weeks or Months
- Total Amount
- Select Add Expense, Select Next

**Next page is FOP details, followed by Documentation Upload, view previous examples for instruction**
Food and Entertainment

Utilize this section when meals with donors, prospective employee, training seminar, etc. occurred during the travel event. It is not used for daily meal expenses and expenses should not be claimed under the meal category too. The Food & Entertainment Form must be completed and submitted with this expense type.

Meals Expense

In order to receive reimbursement for meals, expenses are recorded daily.

- Meals are not reimbursable if the trip did not include an overnight stay.
- If the meal was included in the cost of the conference, airline, or hotel, enter -0- If the traveler elected to eat elsewhere, a receipt for that meal must be included with the voucher (whether claiming per diem or actual)
- Enter -0- if a meal was provided to the traveler by someone else
- Employees may either itemize expenses or claim the allowable per diem; the election made applies to the entire trip (i.e. Do not mix per diem and actual cost).
- Alcohol is not to be included with meal expenses.
- If the system is not allowing certain meals, the trip dates or beginning/ending times may need to be corrected.
- For meal per diem, we use the amount set on the GSA site under the M&IE column. Unlike the Federal government, we do not make adjustments for the first and last day of travel. TTU meal per diem follows the below breakdown:
  - 20% for breakfast,
  - 30% for lunch, and
  - 50% for dinner.
**Next page is FOP details, followed by Documentation Upload, view previous examples for instruction**

Departure / Arrival Time Meal Reimbursement Guidelines

- If departure is prior to 8:00 a.m. and/or return to headquarters is after 9:00 a.m., breakfast (20% of per diem) may be claimed.
- If departure is prior to 12:00 noon and/or return to headquarters is after 1:00 p.m., lunch (30% of per diem) may be claimed.

If departure is prior to 5:00 p.m. and/or return to headquarters is after 7:00 p.m., dinner (50%) may be claimed.

Rental Car Expense

Vehicle rentals are limited to the TTU Rental Car Rates found at [https://www.fiscal.ttuhs.edu/travel2/](https://www.fiscal.ttuhs.edu/travel2/) under Help>Links. All required insurance is included in the Contract Rate, but the Contract ID number is required when the reservation is made. Reimbursement for contracted rented vehicles is allowed up to a full size car.

Enter the information for rental car expense in the fields provided. If there are multiple contracts for rental cars during one travel event, the expense will be entered separately. To do this, add one rental event, select Add Expense. Add next rental event, select Add Expense. Select Next when finished.
Taxi, Shuttle and Limousine Expense

This category is for taxi, Uber, Lyft, and airport shuttle expenses. Each expense should be entered separately. Provide description and amount of expense:

- Individual trips must be itemized on the travel voucher, detailing the fare and destination (e.g. airport to hotel) for each trip.
- Receipts not required if less than $100.
- Provide explanation if taxi and rental car are used on same travel event.
Registration Fees Expense

These should be paid with Pcard or via TechBuy (TTU). Include only if traveler paid the registration fee themselves. If the used a personal MasterCard to pay for the registration, it is helpful to include a redacted copy among the documentation. This will expedite the processing of the voucher since we will not have to check our records to see if this cost was paid by TTU.

Other Incidental Expenses

This category is for other business expenses such as baggage fees, fuel for rental car, toll fees, copying charges, required immunizations, Visa Fees and such. Receipts are required except for toll expenses under $100. Enter each expense separately. The receipts should be in the same order as the items listed in the Other category.
More Transportation:

Used for these expense types:

- Bus Chartered - usually for group travel
- Bus Other – This expense would be for a bus company similar to Greyhound. It is not for intra-city bus mass transit similar to Citibus.
- Train – train fare costs for longer distances (e.g. Amtrak), not intra-city train or subway mass transit.
- Public Transportation – bus, subway, or other intra-city mass transit

Within the online travel system, each expense type will have its own header identifying the expense. Enter each expense separately rather than combing all together. Once entered, select “Next”.

![Expense Entry Screenshot]

Final Steps

Review expenses claimed so far for accuracy. Note Icon Legend in screen shot below that indicates if expense types balance and if documents have been uploaded.

![Expense Summary Screenshot]
All receipts can be uploaded at one time on the Main Expense Page. Notice the link provided. There are links to specific pages of the Online Travel System to be used if changes are required. For any comments, select the “Edit trip description”

Voucher Summary

Total Amount claimed displays. To edit, return to “List of Expenses” link within the box on the right of the window. View worksheet by selecting hyperlink provided. Before submitting the voucher, also check to make sure all documentation is uploaded, including any Travel Exception forms. When review is complete, choose submit. Note that the amount of reimbursement may not be the amount requested. The Travel Office may modify claims due to state or university policy restrictions.
Signing a Voucher

To electronically sign a voucher select the Voucher link in the left menu then Sign my Voucher:

Choose the trip for which signature is being provided

Review Summary of Voucher. Note bottom line “Show Items Pending Your Signature”. Select and follow instructions to electronically sign the voucher.

The traveler is required to certify that all of the original receipts associated with the trip were submitted to preparer for processing. Once certification is made, traveler can the select “Electronically Sign This Voucher”.

☐ Electronic Documentation: I certify that I have submitted all of the original expense receipts associated with this trip to the Travel Office for processing. Original receipts must be retained until the travel voucher has been approved by the Travel Office and then the receipts may be destroyed.

Electronically Sign This Voucher
Messages / Comments
Once a trip number is established, you may add messages/comments related to the trip through the system. Comments are automatically sent to TTU Travel Office staff, the traveler, the preparer and any person who has participated with a previous message / comment. Additional emails may be added as well. Choose Help Resources > Contact Travel Office Regarding a Trip

Select Trip ID, reviewing traveler and Destination for accuracy. This screen can be used to view all message for a particular trip as well.

Enter comments in the text box, select “Add Comment”. Use the link “Add Email” to include others in the conversation. Travel Services is able to view all emails sent via the Online Travel System for TTU travel.
E-mailed messages are delivered from travel2@www.fiscal.ttuhscc.edu. Please do not respond to this address since it is an unattended mailbox. A link is provided within the body of the email to access the message or make other comments.

Trip 1500414 - Mary Catherine Wall - Westminster

Mary Wall submitted a comment at 8/25/2014 11:10:42 AM:

Testing the new message system. Please let me know if you receive this message.

To reply to this comment or remove your email from the CC list, please follow this link: https://www.fiscal.ttuhscc.edu/travel2/help/comments.aspx?TravelID=1500414

Group Travel

The travel application and voucher are submitted in the sponsor’s name or in the name of a full time employee. A list of all traveler’s names and R-numbers should be included on both the application and the voucher

- Advances are issued for 90% of estimated expenses and will be advanced to the sponsor.
- Itemized meal receipts are required if claiming actual cost or a form must be submitted with student signatures showing the received per diem amount.
- All group travel expenses are itemized separately under “Other Expense.” The only exception would be airfare purchased with a BTA/TR, which would be itemized in the Commercial Air category.
- Rather than using the Online Travel System for Group Travel, a “Travel Advance Card (TAC)” may be used. The TAC is issued for a specific period of time with a specific dollar amount issued on the card according to the budget provided for the group travel. It is issued to the group sponsor. Complete a Request for a Travel Advance Card with an explanation of travel, a list of R-Numbers and / or names of individuals included in the group travel and the dollar amount requested broken down into how that amount will be used. Email the request to Travel Services travelservices@ttu.edu. Provide a valid FOP with sufficient funds to cover the request. The Organization Financial Manager must approve the request.

Travel Guidelines when using State Appropriated Funding

The State Travel Management Program (STMP) has updated the Texas Administrative Code (TAC), Section 20.413, to require a state travel credit card be used for all travel expenditures when using state appropriated funding (funds beginning 11xxxx through 14xxxx). Texas Tech University (TTU) began enforcing this TAC effective September 1, 2017. In order to be in compliance, travelers using state appropriated funding must apply for a State of Texas Individual Bill Travel Card. Any allowable travel related expense not purchased with a state card will require non-appropriated funding (all TTU funds except 11xxxx – 14xxxx unless limited by sponsoring agency).

Individual Bill Travel Card Application forms are available under the Travel header. Completed forms may be mailed to MS 1094 or emailed to travelservices@ttu.edu. These cards are issued to individuals and payment to Citibank is the sole responsibility of the cardholder. These cards may only be used for official TTU travel related expenses.

The following is additional information regarding the use of state appropriated funding. Refer to OP 79.08 for the TTU travel policy for all funding types, including state appropriated funds.

**Airfare**
- Select Travel Agencies, SWABIZ, and Transportation Requests (TR) may continue to be used as these methods are paid by a State of Texas credit card. Instructions for using University Travel Agencies, SWABIZ, or TR’s are available under Travel Services header.
- Travel Agency Fees may not exceed the State of Texas contract rate with National Travel Systems (currently $11.79 per trip). Agency fee overages will not be permitted on state appropriated funds but may be allocated to non-appropriated funding.
- The class of transportation or fare class code is required on the airline receipt when using state appropriated funding (i.e. economy). Employees must obtain the lowest available airfare. First class, business class, early bird fees, extra leg room and travel insurance is not allowed on state appropriated funding and requires a Travel Exception Form.

**Rental Car**
Employees must select the most cost effective mode of transportation and utilize a TTU rental car contract. TTU has rental car contracts with Enterprise/National; Avis/Budget; and Hertz. Contract details are available in the Online Travel System under Help >> Links >> TTU Rental Car Rates. The rental rates include LDW (loss / damage / waiver) and comprehensive and liability coverage. Sub Compact, Compact, Intermediate, Standard and Full Size vehicles may be rented from one of the contracted vendors. Vans and SUVs are permitted when three of more TTU travelers are participating in the same trip. This must be stated on the travel voucher (Note: 15 passenger vans may not be rented in accordance with OP 79.13).
- The Mileage Calculator (under Help >> Links) must be used to determine the most cost effective mode of transportation when determining whether to use a rental car or a personal vehicle. Personal vehicle travel outside the Texas/New Mexico/Oklahoma areas must be compared to the cost of airfare if purchased at least 30 days in advance of travel. Documentation for the above will be required with the travel voucher when using state appropriated funding.
- Rental cars using direct bill (Purchase Orders) may not be processed using state appropriated funds.
**Lodging**

Lodging reimbursements for in-state and out-of-state travel, but within the contiguous U.S., are limited to the rates set forth by the [U.S. General Services Administration](https://www.gsa.gov) (GSA). Employees traveling to localities not specifically listed are limited to the greater of the GSA’s standard per diem rates or State of Texas rates.

Overages for lodging and hotel tax expenses that exceed these rates may not be processed using state appropriated funding; however, only non-appropriated funds may be used for the overages when the stay includes the conference hotel (documentation required) or with a completed and approved Travel Exception Form.

**Miscellaneous - Not Allowed on State Funding:**
- Student or non-employee travel;
- Foreign travel (including Canada and Mexico);
- Gratuities;
- Food and entertainment expenses;
- Alcohol;
- Missing Receipt Forms (all expenditures must have the appropriate documentation); and
- Exception Forms (all expenditures on appropriated funds must comply with travel guidelines).

**Travel Services Resources**
- Email Address: [travelservices@ttu.edu](mailto:travelservices@ttu.edu)
- Phone: 806-742-4517
- [Travel Website](#)
- [Travel FAQs](#) under Travel Services
- [Training & Work Aids](#) under Travel Services
- [Travel Forms](#) under Travel Services
- [Travel OPs](#) Section 79