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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 Requirements**

- 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 & Prospective Employees
- Students – Both Graduate and Undergraduate

Is not used for:

- Employee Moving Expenses
  - Use EOPS to submit expenses
- Non-Employee Travel
  - Speakers or Participants (Guest Lodging)
  - Use the TechBuy system to purchase their travel

**Travel Application O.P. 79.04**

**Purpose:** To encumber funds and to document the whereabouts of our travelers

- To be submitted on all travel whether supported by university funds or funded outside of the 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
  - Zero-cost trips are not required to be submitted for domestic travel. If unexpected expenses happen while in travel status, you may submit an application and voucher after the trip is over.
- International Travel – Submit at least 30 days prior to trip start date
  - Requires approval from Office of International Affairs (OIA) if traveling on TTU business, 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.
  - International Student travel requires the Emergency Contact Release Form and the Release & Indemnification Agreement Form to be completed and sent to the OIA.
  - For more information about International Travel, please read OP 79.05.
Travel Voucher  **O.P. 79.08: Reimbursement of Travel Expenses**

**Purpose:** to reconcile all travel information and to input all expenses so the traveler can be reimbursed. The travel voucher is to be submitted when the trip is completed.

- Submit no later than 30 days after the trip is complete
  - If a Transportation Request (TR) or Advance was processed, then the voucher 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 require non-appropriated funding.
  - To Apply for a State Travel Card fill out the Application Form for individual Bill Travel Card
  - For more information on the State Travel Card, please read OP 79.03

**Accessing the Online Travel System**

From Raiderlink – click on Travel within the Procurement Services Channel
**Travel Application O.P. 79.04**

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.

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

![Create a New Application](image)

**Select Travel Type**

Click inside the radio button to the left of the type of travel being prepared.

**Identify the Traveler**

Enter R# of traveler in search field, select search.

- If the R# is unknown, search by name.
  - % is the wildcard that can be used when searching by name
  - search by legal name
  - persons with same name exist on campus so be careful to select the correct person.

```
R12345678  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

- Click New Vendor Request as shown below:

![New Vendor Request Image]

Complete the form as detailed below:

- If the person does not have / provide Social Security number, process travel via TechBuy
- For an employee, the “Address 1” field must include the mailstop
- In the comments sections, briefly say why this person needs to travel on behalf of the university.
- Complete form, review for accuracy, click “Submit”.

![New Vendor Request Form Image]

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

- For employees, select the active R number link that has a Mail Stop in the “Address 1” field.

<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>Kenneth Shawn</td>
<td>Athletic Training</td>
<td>M S 3021</td>
<td>Lubbock</td>
<td>TX</td>
<td>79409</td>
</tr>
<tr>
<td>Lindsey</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Kenneth Shawn</td>
<td>MS3021</td>
<td></td>
<td>Lubbock</td>
<td>TX</td>
<td>79409</td>
</tr>
<tr>
<td>Lindsey</td>
<td></td>
<td></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.
- A different person can be identified as long as the position they hold is superior to that of the traveler.
- If a supervisor doesn’t populate, search for one.
- If you don’t know the supervisor’s R#, then search using the % wildcard feature plus the supervisor’s legal last.
  - For example, %Smith

NOTE: The person selected must be a superior of the traveler.
**Basic Trip Information**

**Purpose:** to state the travel plan

---

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 traveling internationally, you must list all destinations, destination contact, destination affiliations, and business equipment/supplies that the traveler will take. [O.P. 79.05](#)
5. If attending a conference, provide the full name of the organization and conference dates.
6. Abbreviations or acronyms must be defined.
7. Any other additional information such as the names of other individuals sharing lodging expenses.
8. An explanation of any other variances in travel such as departures/returns to locations other than headquarters or the business destination.
9. Any other helpful information that Travel Services needs to know.
10. Your department may have other explanations that are required in the comment section.

For example, if presenting a paper, include the name of the paper.
**Vacation**

If vacation will be combined with the 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.

- For more information, review [O.P. 79.06 Transportation Requests](#).
- For Information on using Travel Agencies, read the [Travel Agency and Transportation Request Guide](#).
- For more information about how to use SWABIZ, read the [SWABIZ Guide](#).
- To Enroll in Southwest Airlines Rapid Rewards Program, read the [Rapid Rewards Enrollment Guide](#).
Estimated Expenses

Purpose: This page is used for estimating the cost of the trip, so that the funds can be encumbered.

- Try to be as accurate as possible with your estimates. 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, leave blank or place a -0- in the applicable fields.
- Include Prepaid expenses if the traveler used personal funds to pre-pay.
  - You will need to upload these documents / receipts in the Application and the Voucher.
- Utilize hyperlinks provided to find allowable rates as needed.
  - If the destination is not listed, use the “Standard Rate”.
  - For meals, only use the M & IE Total column. Ignore all other columns.
  - Note: a department can set a lower per diem than what is shown on the GSA Website. However, your department’s per diem rate can never exceed what is listed on the GSA website.
- If estimating costs for a conference, use the conference brochure for cost details as applicable.
  - You will need to upload the conference agenda and hotel information with the Travel Application and Voucher.
- TTU Rental Car Rates and Contract IDs are located on the Procurement Services website > Resources > Training & Work Aids > Travel Services > TTU Rental Car Rates.
  - TechBuy can be used for securing rental cars. This isn’t allowed on state funds. (11-14)
    - If you secure your rental car on TechBuy, you would enter a -0- in the Rental Car field.
    - Insurance is included in the contract rate (see resources)
    - Tech Buy Guidelines for Renting Cars from Enterprise and National.
- Information/ Instructions about Personal Auto Mileage can be found here.
  - The “Mileage Calculator” can be found in the Travel Site > Help > Links > Other Travel Links
- If public transportation or apartment rental are involved, use link “Show other expenses.”
- Registration fees should be paid with a Pcard.
  - Therefore, the “Registration Fees” field should be empty / -0-.

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

### Estimated Expenses Table

<table>
<thead>
<tr>
<th>Expense Item</th>
<th>Item Units</th>
<th>Unit Cost</th>
<th>Expense Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Commercial Air</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Meals</td>
<td>1 days</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>Lodging</td>
<td>0 nights</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>Rental Car</td>
<td>0 days</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>Personal Auto Mileage</td>
<td>72 miles</td>
<td>$0.5550</td>
<td>$42.12</td>
</tr>
<tr>
<td>Taxi, Shuttle, &amp; Limousine</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Parking</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other expenses (Tips, Fuel for rental cars, etc.)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL ESTIMATED EXPENSES: $42.12**
**Account Distribution**
Enter the FOP(s) that will support the trip expense. Verify that the FOP(s) have funds to support the travel.

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

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, select Add.

The total estimated expenses must match the Total Amount.
Travel Advance OP 79.07

Purpose: An advance is provided to assist the employee, student, or group sponsor with expenses.
- 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, passport/visa, and personal auto mileage.
- Advances are not allowed for rental cars (see page 8 for more information), parking expenses, or mileage to-and-from the airport.

If advance is desired, choose “I would like an Advance”. Complete applicable field(s) for needed advance. There are 4 conditions provided in the application that disqualify a person from receiving an advance.

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

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% for travel within Texas or 15% for travel outside of Texas. Note: Texas Hotel Tax Exemption Certificate

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.

Note: 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 an advance is not desired, choose “Next” and continue onto the Travel Summary.
Travel Summary

Purpose: to review the 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: choose link to edit:

Estimated Expenses: choose link to edit:

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 is often referred to as the Trip ID.
- 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.

![Image of application number]

- If documentation is available, upload it after the application has been successfully submitted.
- Make sure that any Personally Identifiable Information has been redacted.
- To attach, select “Browse”, then “Upload”. Provide description if desired. Choose “Save Changes”.
- **Directions for how to upload documentation can be found here.**

![Image of upload files]

---

DMFR 0322
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.

### Applications

<table>
<thead>
<tr>
<th>Travel ID</th>
<th>Vendor ID</th>
<th>Name</th>
<th>Destination</th>
<th>Start Date</th>
<th>Status</th>
<th>Advance/BTA Documentation</th>
</tr>
</thead>
<tbody>
<tr>
<td>1700078</td>
<td>R00376965</td>
<td>Jennifer L Lindsey</td>
<td>Atlanta</td>
<td>4/25/2017</td>
<td>Application Submitted</td>
<td>View/Add</td>
</tr>
</tbody>
</table>

### Tips for Uploading Documents in an Application on 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.
- Keep the receipts in the same category order together and in chronological order.
- Supporting documentation that is submitted with the application is also required for the voucher.
  - The Application and Voucher are two separate documents.
  - To calculate the correct reimbursement and clear advances, the expenses need to be submitted with the voucher as well.
- Retain original receipts until the Travel Voucher has been approved by the Travel Office.
  - Once approved by Travel Services, the receipts may be destroyed.
- See the [Guide for Attaching Documents Electronically in the Travel System](#) for more information.

### Contacting Travel Services Regarding a Specific Application

**Note:** To discuss a specific Travel Application, please contact Travel Services through the travel site.

- More information can be found in the [Message/Comments Feature Guide](#)
- Also, see pages 29-30 for more information, including screenshots.
The Travel Voucher  O.P. 79.08: Reimbursement of Travel Expenses

- 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

Purpose: This page populates based on what is entered in the application. If plans changed or if an error was made on the application, it needs to 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.
  - For vehicle transportation, time of departure is when traveler leaves headquarters /residence.
- 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 Form](image-url)
**Expenses**

**Purpose:** This page provides links to specific expense types for submission of costs incurred. Incurred costs are entered by **Expense Type**.

- Select the hyperlinks in the top section of the page and provide details as required.
  - Once all expenses are entered, the voucher can be electronically submitted for approval.

As you enter expenses under each category, you can return to the main expense page at any time by clicking “List of Expenses”. Never, at any time, should you use the back arrow in the browser while using the online Travel System.

**The Icon Legend** will tell you if your expenses have been entered and accepted by the system. Also, it will tell you which expense categories have documentation attached.

If you have a **light green checkmark** next to your expense, you must open that expense again and go through the steps and necessary “Next” clicks until it returns you to the main expense page and you see a **dark green checkmark**.

**Other Actions:** At the bottom of the main expense page, there are more links to help you navigate the system and update information.
Uploading Documentation in the Voucher

There are two methods to upload documentation.

- **Upload documentation for each expense category as you enter the expenses.**
  - For example, upload all Commercial Airfare documentation under the “Commercial Airfare” expense category, meal receipts under the “Meals” expense category, etc.
  - For each expense category, receipts must be in chronological order.
  - If you do this, you will most likely have a paper icon next to each expense category you are requesting reimbursement for.

- **Upload all your documentation at one time via “Other Expenses”**.
  - Although you will still enter expenses category by category, all documentation will be attached to the “Other Expenses” category in one long PDF.
  - Prior to uploading, receipts, forms, and other documents must be grouped first by Expense Category and then in Chronological Order.
  - If you do this, you will only have one paper icon next to “Other Expenses”.

- **Choose one method only. DO NOT upload under each expense category AND all together under the Other Expenses Category. Choose one method or the other.**

Tips for Uploading Documentation in the Voucher

- To make completing the voucher an easier process, we recommend getting all receipts in order prior to entering the expenses. Organize first by expense type, then in chronological order.
- 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.
- If there are no receipts to submit, upload a document advising that no receipts are being submitted.
- Each International Travel receipt, which shows the amount in foreign currency, must be converted to US dollars. Immediately following the receipt, upload a Currency Conversion screenshot using the date of transaction.
- Retain original receipts until the Travel Voucher has been approved by the Travel Office.
  - Once approved by Travel Services, the receipts may be destroyed.
- For more information/help, read the Guide for Attaching Documents
Inputting Expenses

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 boxes must be selected.
- After entering in the expense, you must click “Add Airfare Expense”.

When the page is complete, select “Next”.

The **FOP distribution** seen in the voucher is based on what was entered in the application. To edit the 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.

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

Once an expense type is complete, the user is redirected to the main expenses screen.
- The dark green check mark indicates that Commercial Air is complete
- The page icon indicates documentation was uploaded on the expense category documentation page.
- Select the next applicable expense link and continue until all expenses are entered.
Hotel and Hotel Tax Expense

Complete this section by providing details based on lodging receipt(s)

- Receipt from hotel must show to be paid with a zero balance.
- Taxes are not included with the night rate.
  - Enter Taxes separately in the nightly taxes field.
- For those traveling within the state of Texas, they must complete the Texas Hotel Occupancy Tax Exemption Certificate and give it to their in-state lodging.
  - This certificate does not exempt travelers from City or County tax.
  - 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 nightly hotel rates were incurred, enter each amount separately rather than proving an average for the trip.
- If City/County does not populate in drop down, select “Other.”
- If your department allows a traveler to exceed the locality rates listed on the GSA website, an approved/signed Travel Exception Form must be included in the documentation.
  - Any allowed overages cannot be put on State Funds (11-14).
  - If the traveler is attending a conference and the conference hotel rate is more than the approved nightly rate listed on the GSA website, upload the conference hotel rate documentation (conference brochure) in lieu of a Travel Exception Form.
- “Add Hotel Expense”.
- Review and edit if necessary.
- When everything looks correct, select “Next”.

![Hotel and Hotel Tax Expense](image-url)
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, but proper documentation must be signed and attached to the voucher.
- Select Next when review is complete.

**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. Reminder: Documentation should be uploaded in chronological order. Review page 17 of this training guide for instructions.**
**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.
  - *Online Travel System > Help>Links>Other Travel Links>Mileage Calculator TTU.*
    - A copy of this completed Rental Vehicle vs. Mileage Reimbursement Calculator form must be attached to the voucher documentation.
  - Rental Car vs. Mileage Reimbursement Calculator Instructions
    - 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 another mapping tool.
      - The mapping tool printout or odometer records must be provided with the travel voucher.
    - To input variables on the Mileage Reimbursement Calculator, enter…
      - the car rental daily price and rental car gas mileage (MPG).
      - We allow the cost of a full-size car with Enterprise. Currently, this is the highest allowable reimbursement cost on the comparison chart (i.e. $39.00/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.
  - Example: Total miles for a trip to and from the airport would be 1 entry and 1 MapQuest.
- If traveling to different locations, enter each trip separately with separate MapQuest printouts.
- Add Expense, Select “Next when” complete.

**Next page is FOP details, followed by Documentation Upload, view previous examples for instruction.**
**Parking Expense**

- Provide expense details in the space provided.
- If more than one receipt, enter each expense separately and in chronological order.
- Select “Add Expense”, then “Next” when complete.

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

**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 and should be entered under the Hotel expense category.
- Enter details of expense: Name of Apartment, Duration in Days, Weeks or Months, Total Amount
- Select “Add Expense”, then Select “Next”.

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

**Food and Entertainment O.P. 72.05**

- Utilize this section when, during the travel event, the traveler had meals with donors, prospective employee, training seminar, etc.
- This section is not to be used for daily meal expenses, and these expenses should not be claimed under the meal category, too.
- Depending on the Fund class used, alcohol purchases may be allowed.
- When using this expense type, the Food & Entertainment Form must be completed and submitted in the voucher documentation.

**Next page is FOP details, followed by Documentation Upload, view previous examples for instruction.**
**Meals Expenses**

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- / leave blank.
- If the traveler elected to eat elsewhere, an itemized receipt for that meal must be included with the voucher (whether claiming per diem or actual).
- Enter -0- / leave blank if a meal was provided to the traveler by someone else.
- Alcohol is not to be included with meal expenses.
- For meal costs, we use the amount set on the GSA site under the M&IE column.
  
  o Unlike the Federal government, we do not adjust for the first and last day of travel.

The **TTU Daily Meals Expenses** follow the below breakdown:

  - **Breakfast** = 20% of the daily M&IE total listed on the GSA website.
  - **Lunch** = 30% of the daily M&IE total listed on the GSA website.
  - **Dinner** = 50% of the daily M&IE total listed on the GSA website.

- If the system is not allowing certain meals, the trip dates or beginning/ending times may need to be corrected. The **Departure / Arrival Time Meal Reimbursement Guidelines** are…
  
  o If departure is prior to 8:00 a.m. and/or return to headquarters is after 9:00 a.m., breakfast may be claimed. (20% of M & IE)
  o If departure is prior to 12:00 noon and/or return to headquarters is after 1:00 p.m., lunch may be claimed. (30% of M & IE)
  o If departure is prior to 5:00 p.m. and/or return to headquarters is after 7:00 p.m., dinner may be claimed. (50% of M & IE)

- If your department allows a traveler to exceed the locality rates listed on the GSA website, an approved/signed **Travel Exemption Form** must be included in the documentation.
  
  o Any allowed overages cannot be put on State Funds (11-14).

There are two ways meal expenses can be entered. Your department can tell you which method they prefer.

1. **Actual**: Itemized receipts are necessary for every meal.
2. **Per Diem**: No receipts necessary unless the traveler elected to eat elsewhere (see above).
3. **Either actual expenses or per diem amounts must be claimed for the duration of the trip** (i.e., actual expense cannot be claimed for one or more meals and meal per diem claimed for the remainder).

**Meals Expense**

![Image of a meal expense form]

**Next page is FOP details, followed by Documentation Upload, view previous examples for instruction.**
**Rental Car Expense**

- Vehicle rentals are limited to the **TTU Rental Car Rates** found on the Travel Site > Help > Links.
- All required insurance is included in the Contract Rate, but the Contract ID number is required when the reservation is made. These can be found within the Travel System > Help > Links > TTU Rental Car Rates and on the Procurement Services website > Resources > Training & Work Aids > Travel Services.
- Reimbursement for contracted rented vehicles is allowed up to a full-size car.
- Fuel for the rental car should be entered in the “Other Expenses” category.
- If there are multiple contracts for rental cars during one travel event, the expense will be entered separately and in chronological order.
  - To do this, add one rental event, select **Add Expense**. Add next rental event, select **Add Expense**.
  - Select **Next** when finished.

![Rental Car Expense](image)

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

**Taxi, Shuttle and Limousine Expense**

This category is for taxi, Uber, Lyft, and airport shuttle expenses. Each expense should be entered separately.

- Individual trips must be itemized on the travel voucher, detailing the fare and destination for each trip.
- Receipts are not required if less than $100 in total.
- You must provide an explanation if a taxi and a rental car are used on same travel event.

![Taxi, Shuttle, and Limousine Expense](image)

**Next page is FOP details, followed by Documentation Upload, view previous examples for instruction.**
Registration Fees Expense

- These should be paid with a Pcard.
- Input expenses only if traveler paid the registration fee themselves.

If the registration fee was paid by the traveler, upload the receipt and a redacted bank statement if paid with a Mastercard.

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

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 (in total).
- Enter each expense separately in chronological order.

**Next page is FOP details, followed by Documentation Upload, view previous examples for instruction.
More Transportation

Used for these expense types:

- **Bus Chartered** - usually for group travel.
- **Bus Other** – long distance bus fare (e.g. Greyhound)
- **Train** – long distance train fare (e.g. Amtrak, Eurostar)
- **Public Transportation** – city 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 combining all together. Once entered, select “Next”.

![Add Expense Form]

Final Steps

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

![Expense Claims Form]

Once you have completed filling in all expenses and uploading documentation, select “Next”.

DMFR 0322
**Voucher Summary**

The Total Amount claimed is displayed. **Note:** the amount of reimbursement paid out may not be the amount that was requested. The Travel Office may modify claims due to state or university policy restrictions.

- To edit, return to “List of Expenses” link within the box on the right of the window.
- To review all entered expenses one last time, select “View Worksheet in PDF Format”.
- Before submitting the voucher, check to make sure all documentation is uploaded, including any Travel Exception forms.
- When your review is complete, choose “Submit Voucher”.

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**Signing a Voucher**

Once the Voucher is submitted, the Traveler is notified to review and sign their voucher via email. If the links in their email are not working, the traveler can visit the travel site to sign their voucher. To electronically sign a voucher, the traveler selects the Voucher link in the left menu then “Sign my Voucher”.

The Traveler chooses the trip for which a signature is needed.
The traveler then reviews the 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 the original receipts associated with the trip were submitted to the preparer for processing. Once certification is made, the traveler can select “Electronically Sign This Voucher”.

After the traveler signs the voucher, the Travel Supervisor is notified to “Approve” the voucher. Then, the voucher is finally sent to Travel Services for their auditing process. Once approved, then the reimbursement will be made to the traveler.
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.ttuhsce.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.

![Email Message]

**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](https://www.fiscal.ttuhsce.edu/travel2/help/comments.aspx?TravellID=1500414) 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.
SWABIZ Goes Mobile!!!

Travelers can now book SWABIZ through the Southwest app and Southwest.com mobile site. It is very simple and we suggest using this feature when possible. A SWABIZ Traveler Account is required to book SWABIZ reservations through the Southwest app or Southwest.com mobile site. If your Traveler doesn’t have one, they can create one by linking their Rapid Rewards account to TTU’s SWABIZ account on the swabiz.com desktop site. The steps are below:

1. Open your Southwest app or go to Southwest.com in your mobile web browser.
2. Log in to your SWABIZ Traveler Account.
3. Click “Book a Flight”.
4. Swipe the toggle next to “Book with a SWABIZ account”.
5. Verify or select TTU account.

Day or Travel Contact Information – adding customer contact information requires the Traveler to take only a few simple steps and can enhance TTU’s Duty of Care portfolio.
**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 (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
- **Travel Exception Forms** (all expenditures on appropriated funds must comply with travel guidelines).
**Reports**

To see the status of a voucher, open reports.

![Travel 2.0 Interface]

**Travel Services Resources**

Many travel resources can be found on the *Travel Site > Help > Links*. Additionally, can find resources at …

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