

TIPS *from* Business Affairs



12 Business Traveler Responsibilities

A TTUHSC business traveler must ensure their travel complies with applicable policies and rules. TTUHSC Travel Operating Policies should be reviewed prior to making travel arrangements.

For more information, visit: [TTUHSC Travel Operating Policies](#), [TexTravel](#). Send questions to: Travel@ttuhsc.edu

01 Be Cost Effective

Seek the most cost effective method of travel regardless of funding source.

07 Business Expenses

Do not include travel expenses or personal items on a Travel Voucher that are not reimbursable.

02 Submit Application

Submit a Travel Application in the Travel System with the best estimation of travel costs prior to official TTUHSC business travel.

08 Allowable Expenses

Refer to all travel policies for specific limitations and requirements.

03 Local Funding

Provide a local FOP when traveling on State or Federal funds to cover lodging/meal costs that exceed the allowed GSA per diem rates or any tips.

09 Personal Auto Mileage

Submit either a MapQuest document or Mileage Log when requesting reimbursement for Personal Auto Mileage.

04 Travel Card Use

Use the State of Texas issued Travel Card only for travel expenses directly related to official TTUHSC business travel.

10 Mileage Calculator

Submit Mileage Calculator for Personal Auto Mileage on appropriated funds and State or Federal grants. Request the lower of actual miles or the cost of a rental car plus fuel.

05 Obtain Receipts

Obtain itemized receipts and/or proof of payment for all official TTUHSC business travel expenses.

11 Reimburse Advances

Immediately reimburse TTUHSC for advances in excess of travel related expenses submitted on the Travel Voucher.

06 Submit Voucher

Submit a Travel Voucher within 30 days after the trip end date. Reimbursements for vouchers not submitted within 60 days are taxable to the traveler.

12 Travel Card Payment

Pay all charges resulting from the use of the Travel Card timely.

