



The Travel Office has a Business Travel Account (BTA) on file with the State contracted travel agency, National Travel Systems, for the purchase of airline tickets for qualified individuals. A request to utilize the BTA for airfare is handled through the [Chrome River System](#) on a Travel Pre-Approval Report.

Departments must ensure the individual is qualified and that the proper steps have been taken prior to submitting a Travel Pre-Approval Report with a request for BTA authorization.

Qualified Travelers

The following individuals are the only travelers allowed to use the BTA to book their individual airfare expenses. BTA authorization requests for unqualified travelers will be rejected.

- **Prospective Employees** – Purpose of trip must be related to initial interview(s) prior to job offer being extended and accepted. **The BTA cannot be utilized for Prospective Employee travel that is related to residential searches and/or moving expenses.**
- **Non-Employee Speakers/Participants**
- **Employees whose State Travel Card Applications were denied by Citibank** – Application and denial verification is required.

Vendor Record & Account Access Requirement

Valid vendor record status and delegate access (if necessary) should be verified prior to contacting National Travel Systems.

Vendor Record

The Chrome River system will not allow the submission of a Travel Pre-Approval report without a valid vendor record in place for the individual traveler.

To request a New Vendor Set Up, submit a [New Vendor Request](#).

If the traveler's vendor record status is unknown, email their name and R number to ChromeRiverHSC@ttuhsc.edu and request verification of vendor record status.

Delegate Access

Employees that are not submitting their own Chrome River Travel reports should grant delegate access to the appropriate individual. For assistance with assigning delegate rights, see the [How to Add a Delegate](#) training document.

Chrome River – Travel BTA Airfare

If delegate access to a non-employee is needed, submit a [Delegate Access Request](#) form.

National Travel Systems Ticket Request

A ticket request must be obtained from National Travel Systems prior to submitting a Pre-Approval Report with request to use the BTA.

- Verify the preferred airline, travel dates, and flight times. Basic flight information should be determined prior to contacting NTS in order for travel agents to provide viable options.
- Contact National Travel Systems by phone at (888-794-9270) or email TTUHSC@nationaltravelsystems.com) and advise that you would like to make a Ticket Request to be charged to TTUHSC's Business Travel Account.
- In addition to desired flight information, NTS will need the traveler's personal information (Full Name, DOB, phone number, and email).
- NTS will email you a Ticket Request/Quote for the requested airfare and agency fee. This documentation will be required on the Travel Pre-Approval report.

Chrome River Travel Pre-Approval Report

After the NTS Ticket Request is received, immediately submit a Chrome River Travel Pre-Approval Report with request to use the BTA on the dashboard of the individual traveler. Pre-Approval Reports with request to use the BTA should be submitted the same day the Ticket Request is obtained due to price sensitivity.

The Pre-Approval Report must include airfare and agency fee line items that match the amounts of the Ticket Request provided. If the traveler will be requesting additional travel expenses for reimbursement, add the additional travel expense line items and estimations to the report.

For more information on the submission of Pre-Approval, see the [Chrome River Travel – Pre-Approval Reports](#) training document.

Travel Admin Review & Approval

After successfully passing budget check, the Pre-Approval with BTA request will be routed to the TTUHSC Travel Office for review and approval. When approved, the travel agency will email the booked flight information to the delegate and traveler.

The documentation must be retained so that the BTA transactions can be reconciled on the traveler's final expense report after the trip has been completed.

For more information on the submission of the final expense report and BTA

Chrome River – Travel BTA Airfare

reconciliation, see the [Chrome River Travel – Travel Reports w/ Pre-Approval Import training document](#).

Contacts

For questions regarding the BTA process, email Travel@ttuhsc.edu.

For questions related to the appropriate use of the Chrome River system or system issues, email ChromeRiverHSC@ttuhsc.edu.