

# 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.

Visit: [TTUHSC Travel Operating Policies](#) or [TexTravel](#) for more information.

Contact [Travel@ttuhsc.edu](mailto:Travel@ttuhsc.edu) with questions.

**01**  
Be Cost Effective

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

**02**  
Submit Pre-Approval

Submit a Pre-Approval in Chrome River with the best estimation of travel costs prior to official TTUHSC business travel.

**03**  
Provide Local FOP

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.

**04**  
Manage Travel Card Use

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

**05**  
Obtain Receipts

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

**06**  
Prepare Voucher

Submit an Expense Report within 30 days after the trip end date. Reimbursements for vouchers not submitted within 60 days are taxable to the traveler.

**07**  
Exclude Personal Items

Do not include travel expenses or personal items that are not reimbursable on an Expense Report.

**08**  
Follow Travel Policies

Refer to all travel policies for specific limitations and requirements.

**09**  
Document Auto Mileage

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

**10**  
Include Mileage Calculator

Submit the 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.

**11**  
Reimburse Advances

Immediately reimburse TTUHSC for advances in excess of travel related expenses submitted on the Expense Report.

**12**  
Pay Travel Card

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