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 with questions.

01 Be Cost Effective
Seek the most cost effective method of travel regardless of funding source.

02 Submit Application
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.