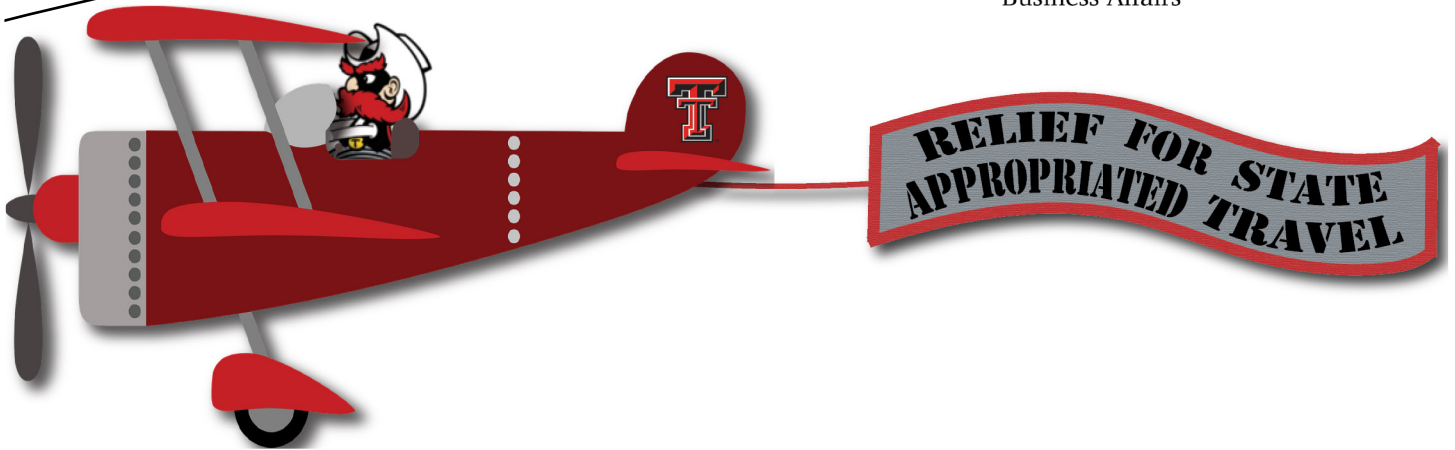


TIPS

from Business Affairs



TEXAS TECH UNIVERSITY
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Business Affairs



If you received the [Travel Announcement](#) email about traveling on state appropriated funds, then you've heard that beginning January 1, 2018, all TTUHSC employees should use the state issued travel card to purchase travel services when traveling on state funds. Airfare is required. Lodging, rental vehicles, and other travel expenses are required when feasible.

Relief from this requirement is available by following the steps below!

If you plan to travel on Educational & General (E&G) or Permanent Health Funds (PHF) - funds beginning with 10 or 12 - you can swap these funds with local funds that do not follow state travel rules. Coordinating Board (CB) or Special Line Items (SL) funds are not allowed. This is accomplished by setting up a new departmental designated fund and processing a budget revision between the funds.

- Step 1: Create** a new general designated fund. Only one fund per department. Indicate the purpose as "state appropriated travel".
- Step 2: Prepare** budget revisions to reduce the state appropriated travel and increase travel on your new designated fund. Contact the Budget Office for instructions.
- Step 3: Plan** your travel for the entire year to reduce the number of budget revisions. The new designated fund can only be used for travel and the excess funds will be swept back at year end.
- Step 4: Monitor** your designated fund to ensure that all funds are expended for travel, or prepare a budget revision of excess funds back to a state appropriated fund for expenditure on any allowable expense.

For budget revision questions, contact the Budget Office at hscbud@ttuhsc.edu.
For all other questions, contact Travel at Travel@ttuhsc.edu.

