



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 before 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 individual airfare expenses. BTA authorization requests for unqualified travelers will be rejected.

- **Prospective Employees** – The purpose of the trip must be related to the initial interview(s) before the job offer is 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 before 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 Setup, submit a [New Vendor Request](#).

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

Delegate Access

Employees who 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 [Chrome River - How to Add a Delegate](#) training document.

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 before submitting a Pre-Approval Report with the request to use the BTA.

- Verify the preferred airline, travel dates, and flight times. Basic flight information should be determined before 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 the request to use the BTA on the dashboard of the individual traveler. Pre-Approval Reports with the 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 the budget check, the Pre-Approval with the 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.

Chrome River – Travel BTA Airfare

For more information on the submission of the final expense report and BTA reconciliation, see the [Chrome River – Travel Reports w/ Pre-Approval Import](#) training document.

For any questions regarding the system or the BTA process, email travel@ttuhsc.edu.