

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 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 Expense Report

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

07 Exclude Personal Items

Do not include personal items or travel expenses 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.



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