



TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER

Operating Policy and Procedure

HSC OP: 79.02, **Travel Approvals and Notifications**

PURPOSE: The purpose of this Health Sciences Center Operating Policy and Procedure (HSC OP) is to establish the procedure for approval of official travel by TTUHSC employees.

REVIEW: This HSC OP will be reviewed on December 1 of each odd-numbered year (ONY) by the Managing Director of Payment Services, with recommendations for revisions forwarded to the Executive Vice President for Finance and Administration by December 15.

POLICY/PROCEDURE:

1. Official Travel.

Official travel is any approved travel off campus by faculty and staff which contributes to the mission of TTUHSC and involves official state business. Travel by faculty and staff may not interfere with the primary academic or administrative responsibilities of the traveler.

The detailed purpose/explanation of the trip entered on the travel application must include the date and the full name of the conference or meeting (no acronyms).

2. Travel Approval.

The traveler must always obtain prior approval from their superior and the fund manager of the funds that will be charged before traveling. Each department is responsible for insuring that approval has been obtained prior to the trip. See OP 79.04 for required approvals for foreign travel.

With the submission of an application through the Online Travel System, the traveler, the individual's travel supervisor, and the fund manager(s) will receive an e-mail notifying them of the trip and providing them a copy of trip's purpose and a summary of the cost information.

Written approvals and signatures on an application are not required in the travel office. The travel voucher is the only document that must have the signature of the traveler and the traveler's superior. The department is responsible for obtaining proper signatures. A department's internal policies may require additional signatures on an application and/or the travel voucher. The travel application in the Online Travel System may be used by departments when requiring written prior approval. However, other than foreign travel, these forms are not required to be submitted to the Travel Office.

3. Travel Application and Encumbrance.

The application process through the Online Travel System is used to encumber funds. Upon approval of a travel voucher by the travel office, notification by email will inform all parties of the amount paid and the difference over/under what had been originally encumbered. The original encumbrance will be automatically released with the processing of the travel voucher.