



TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER EL PASO

Operating Policy and Procedure

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

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

REVIEW: This HSCEP OP will be reviewed on December 1 of each odd-numbered year (ONY) by the director of payment services, with recommendations for revisions submitted to the chief financial officer or designee by December 15.

POLICY/PROCEDURE:

I. Official Travel.

Official travel is any approved travel off campus by faculty and staff which contributes to the mission of TTUHSC El Paso 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 report must include the date and the full name of the conference or meeting (no acronyms).

II. Travel Approval.

The traveler must always obtain prior approval from their supervisor and the fund manager of the funds that will be charged before traveling. Each department is responsible for ensuring that approval has been obtained prior to the trip. See [HSCEP OP 79.04](#) for required approvals for foreign travel.

With the submission of the travel pre-approval through the Emburse Enterprise 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 the trip's purpose and a summary of the cost information.

Electronic approvals on a pre-approval report are not required by the travel services. The travel expense report is the only document that must have the signature of the traveler, the traveler's supervisor, and fund manager. The department is responsible for obtaining proper signatures. A department's internal policy may require additional approvals outside of the Emburse Enterprise System. However, other than foreign travel, these forms are not required to be submitted to the Travel Services department.

III. Travel Application and Encumbrance.

The pre-approval process through the Emburse Enterprise System is used to encumber funds. The original encumbrance will be automatically released with the processing of the travel expense report. Unused pre-approval encumbrances will automatically expire and release the encumbrance 75 days after the last date of travel.