



TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER EL PASO

Operating Policy and Procedure

HSCEP OP: 79.05, **Business Travel Account (BTA) Requests and Travel Advances**

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 guidelines for corporate travel credit cards and the advancement of funds which may be used to cover a portion of official travel expenses.

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. Use of the Business Travel Account (BTA)

- A. A BTA request is designed to assist employees whose application for a state travel credit card were denied and they do not have a personal credit card available to them to purchase an airline ticket. This request is handled through the Chrome River (CR) System when submitting the travel pre-approval report (see [HSCEP OP 79.02](#)).
- B. Airfare arranged by travel agency must use the State of Texas contracted travel agency, National Travel Systems.
- C. An employee *does not* qualify for a BTA if the employee:
 - Does not wish to apply for a state travel card;
 - Has a state travel card but does not wish to use the card; or
 - Has had a state travel card that was cancelled for non-payment or misuse;
 - Has a hold on the Texas Identification Number System (TINS) (NOTE: Reasons why an individual is on TINS hold includes being in default on a Texas Guarantee Student Loan, indebted to the state or a state agency, delinquent on a state tax, not paying child support, or owing a reimbursement for unemployment taxes.
- D. Use of BTA to purchase airline tickets may be requested for prospective employees and non-employee speakers or participants.
- E. Cancelled BTA airline tickets must be expensed on a local funding source. Departments are responsible to ensure cancelled BTA airline tickets are used for future TTUHSC El Paso business travel, refunded by the BTA travel agency, or reimbursed by the traveler.

II. Request for Travel Advances.

- A. A Cash Advance request is designed to assist employees whose applications for a state travel card were denied and they do not have a personal credit card available to them for travel that requires an overnight stay outside of their designated headquarters. Cash advances will be issued no sooner than five (5) days prior to trip start date. A person who is not an employee of TTUHSC El Paso (i.e., students, prospective employees, speakers, participants) may not receive a travel advance.
- B. Cash advances must be realistic relative to actual expenses that will be incurred. TTUHSC El Paso should be reimbursing the difference between the advance and actual expenses of the

trip. Advances will be denied if after two trips, the employee is sending to the Travel Services Office checks for overpayment of an advance instead of the employee receiving reimbursement from TTUHSC El Paso for the remaining expenses of the trip.

C. An employee *does not* qualify for an advance if the employee:

- Does not wish to apply for a state travel card;
- Has a state travel card but does not wish to use the card;
- Has had a state travel card that was cancelled for non-payment or misuse;
- Has an outstanding travel advance from a previous trip;
- Has a hold in the - Texas Identification Number System (TINS).

D. A Prepaid advance request is designed to assist employees who have used their state travel card or personal credit card to purchase airline tickets or hotel deposits paid in advance and receive a billing statement from the credit card vendor prior to the actual travel date. A copy of the credit/debit card bank statement must be included on the submitted travel expense report, along with a screenshot of the event confirming the dates and location, in order to receive the advance reimbursement. Note: The airfare itinerary showing the cost of the airline ticket and method of payment is also required. Retain your original airline ticket receipt for filing with your final travel report.

E. A travel expense report must be received in the Travel Office queue no later than fifteen (15) working days after the completion of the trip if the employee received a travel advance. Anyone violating this timeframe for more than two (2) trips will be denied requests for advances on future trips. Should extenuating circumstances arise, the Travel Office should be contacted immediately.

F. If the advance reimbursement exceeds the total amount of allowable travel expenses incurred by the employee, the employee must repay the difference to the institution by check or money order. The Travel Office will verify the amount owed when the travel expense report is received and reviewed. Payment must be sent directly to the Travel Office with the travel expense report number identified.

G. If the allowable travel expenses incurred by the employee exceed the original advance amount received, a reimbursement will be issued to the employee for the difference.

H. If a travel advance was issued on an expense incurred prior to the travel and the trip was cancelled, the employee is responsible for cancelling the reservation and/or flight. The department will be responsible for documenting and tracking how the travel credits will be used. Travel credits will need to be used for future business travel only.

I. If the employee used the credit for personal reasons or if the employee is terminated before a credit is used, the department will be responsible for requesting reimbursement from the employee.

III. Registration Fees.

Registration fees that are required in advance must be paid directly to the vendor by using the Purchasing Card or the Direct Pay forms in TechBuy. A travel advance is not used for this type of payment. If a fee is paid at the conference, reimbursement may be claimed on the travel voucher when claiming all other expenses.