



# TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER EL PASO

## Operating Policy and Procedure

**HSCEP OP:** 79.01, **Texas State Travel Management Program**

**PURPOSE:** The purpose of this Texas Tech University Health Sciences Center El Paso (TTUHSC El Paso) Operating Policy and Procedure (HSCEP OP) is to provide information pertaining to State of Texas contracted vendors for travel purposes as negotiated by the Comptroller of Public Accounts Texas Procurement and Support Services (TPASS), and to outline procedures relating to compliance with the travel program regulations.

**REVIEW:** This HSCEP OP will be reviewed on December 1 of each odd-numbered year (ONY) by the Director of Procurement Services, with recommendations for revisions submitted to the Chief Financial Officer or designee by December 15.

### **POLICY/PROCEDURE:**

#### **I. General.**

The State travel management program has negotiated and executed travel contracts for airlines, corporate charge card services, hotels, rental car companies, and travel agencies.

TTUHSC El Paso employees must, when on official travel, use the contracted services for rental cars and hotels/motels as first choice when reimbursement for expenses will be requested through the submission of a travel voucher. The use of the services of the contracted state travel agency is optional for TTUHSC El Paso. At this time, TTUHSC El Paso has chosen not to exercise this option.

#### **II. Procedures for Use of Contracted Services.**

A. The contracts for travel services should be used as required unless an exception is claimed as defined by the Texas Administrative Code, Title 34, Rule §20.303. The online travel system has an available process whereby, a traveler may claim an exception for the following items:

- 1) Lower cost to the State
- 2) Unavailability of contract travel services
- 3) Special needs
- 4) Custodian of persons
- 5) In travel status
- 6) Group program
- 7) Emergency response
- 8) Legally required attendance

The detailed definitions of the above exceptions may be found in the links section of the online travel system.

B. Airline fares should be obtained using the method that achieves lowest cost and maximum time efficiency, regardless of fund source. Currently, American Airlines and Jet Blue Airways offer discounted airline tickets that may be purchased ONLY with TTUHSC El Paso's Central Business Travel Account (BTA) or an individual state travel credit card. No other form of payment is accepted for the contracted fares. These fares are designed for last minute and/or fully-refundable travel requirements.

- C. Travel arranged by a travel agency regardless of funding type must use the State of Texas contracted travel agency, National Travel Systems.
- D. A rental car contract must be used regardless of the fund source. Reimbursement will not be made for a daily rate (including collision damage insurance) higher than a contracted daily rate for the same size car unless a valid exception is documented on the completed travel voucher.

**III. Compliance Policy.**

- A. It shall be the responsibility of each supervisor to review the travel arrangements and reimbursement vouchers of each traveler to ensure any travel reimbursed from appropriated funds meets the requirements of the contracted travel services and these services are used for official travel. If these services were not used, the traveler must claim an exception on their submitted travel voucher.
- B. The Travel Services Office will check travel reimbursement vouchers for compliance with the State travel management program. Vouchers which include expenses not in compliance with provisions of this program will be modified or returned to the department unprocessed.

**IV. State Travel Management Program (STMP).**

Information regarding the required use of state contracts can be found in the links section of the online travel system.

**V. Travel Problems.**

The TTUHSC El Paso Travel Services Office should be notified should problems occur with any of the State contract vendors.