

# TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER

## Operating Policy and Procedure

- 
- b. Airline fares should be obtained using the method that achieves lowest cost and maximum time efficiency, regardless of fund source.

- d. A State contracted vehicle rental agency should be used regardless of the funding source. The TTUHSC identifier must be provided at the time of the reservation to ensure contracted rates are received. A valid exception must be documented on the submitted travel report to be eligible for rental car reimbursement that is in excess of the contracted daily rate. If no exception applies, rental car reimbursement will not be issued in excess of the contracted daily rate for the same vehicle class obtained. Vehicles larger than a full-size car class require a business justification.
3. Compliance Policy.
- a. It shall be the responsibility of each supervisor to review the travel arrangements and expense reports 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.
  - b. The Travel Office will review travel expense reports for compliance with the State Travel Management Program. Reports which include expenses not in compliance with provisions of this program will be modified or returned to the department unprocessed.
4. State Travel Management Program (STMP) .

Information regarding the required use of state contracts can be found in the [TTUHSC Chrome River Resources site](#).

5. Travel Problems.

The TTUHSC Travel Office should be notified at [travel@ttuhsc.edu](mailto:travel@ttuhsc.edu) should problems occur with any of the State contract vendors.