For training seminars sponsored by the Texas Transportation Institute for TTI employees, the expenditures cannot be reimbursed unless the following is certified by the traveler and the division/department head and approved by the Director of TTI.

1) The Texas Transportation Institute does not possess interactive television or video conference facilities at the designated headquarters of the employee who incurred the expense; and

2) The Texas Transportation Institute does not have available, at a cost less than the total travel costs associated with the seminar, interactive television or video conference facilities; and

3) The Texas Transportation Institute does not have access to another agency's interactive television or video conference facilities.

Signature of Traveler ____________________________________________________________________________
Date: __________________________

Division/Department Head _______________________________________________________________________
Date: __________________________

Approved: ______________________________________________________________________________________

______________________________
Director, TTI
Date: __________________________

*Exemptions are only necessary for Training Seminars sponsored by TTI for TTI employees.

NOTE: Please attach this form to the travel voucher original for reimbursement.