This procedure explains the proper method for preparing TTI Business Office Form TRAVREQ that is applicable to travel for official business and advances related to that travel.

The file for TRAVREQ includes:

- **TRAVREQ-A** - Travel and Advance Request
- **TRAVREQ-B** – Report of State Agency Travel to Washington, D.C.
- **TRAVREQ-C** - Request for Foreign Travel
- **TRAVREQ-D** - Travel Request for Prospective State Employee
- **TRAVREQ-E** - Texas Hotel Occupancy Tax Exemption Certificate

### Preparing the Travel and Advance Request

Travel and Advance Requests are prepared by the departments. A Travel and Advance Request should be completed before a state employee travels on official business. The following items on the Travel and Advance Request should be completed (TTI Business Office Form **TRAVREQ-A**, select “Move to T&A” button or “T&A Request” tab).

1. Enter the date that the Travel and Advance Request is prepared. (This field enters automatically.)

2. Enter the designated headquarters of the traveler.

3. Enter the dates and times that the employee will be absent from his/her designated headquarters for official business.

4. Enter the destination and purpose of travel. Include whatever detail is necessary for a complete description of the duties to be performed.

5. The mode of transportation should be indicated in the appropriate box.

6. If the employee will be accompanied by or will accompany someone, then that person’s name should be entered.
7. In the Estimated Expense section, the subsidiary ledger account/support account, traveler’s program code, SL home program code, and estimated expense should be completed. The program code of the traveler represents the organizational location of the employee. The SL home program code is the program code associated with the SL/SA as listed in the TTI Chart of Accounts. If the expenses are to be split between a subsidiary ledger account/support account, then the estimated expenses should be filled in for each subsidiary ledger account/support account. Only one Travel and Advance Request should be prepared for each trip since subsidiary ledger accounts/support accounts can be combined in FAMIS. If estimated expenses are only made to Research Foundation SL/SA’s, a separate Travel and Advance Request should be prepared.

8. Enter the total estimated expense for the estimated expense lines. (This field enters automatically.)

9. If an advance is requested, enter the amount that is requested. Estimated expenses should total $100.00 or more in order for the employee to receive an advance. The advance requested should not be for less than $100.00. Advances are provided for overnight travel only.

10. If a pre-advance is requested, enter the amount needed. A pre-advance may only be granted to pay for early purchase of airline tickets to receive a discount. However, there may be circumstances that warrant a pre-advance for other situations. Proof of payment must accompany the request for a pre-advance.

11. Enter the date the pre-advance is needed.

12. Enter the name and telephone number of the contact person.

January 21, 2009
13. Please type the name of the person requesting approval for travel on official business.

14. Enter the last four digits of the Social Security Number of the person requesting approval for official business travel.

15. The employee requesting approval should sign the Travel and Advance Request. Black or blue ink should be used for signatures.

16. Enter the TTI title of the person requesting approval for travel on official business.

17. The Head of Division/Unit or his/her designee should sign the Travel and Advance Request before it is forwarded to the Business Office for approval and processing. Black or blue ink should be used for signatures. The original should be forwarded for approval. Retain a copy for your files.

18. If signed, the Director or his designee will approve the Travel and Advance Request.

19. When picking up an advance or a pre-advance, the person picking up the advance should sign and date the request. The check number, check date, and amount will be completed by the Business Office.

20. “The conference registration fee (if applicable) paid on purchase voucher number ________.“ will be completed by the TTI Business Office.

Payment of Advance

The Travel and Advance Request for an advance should be in the TTI Business Office five (5) working days prior to the trip. The advance will not be released until three (3) working days prior to trip. As stated earlier, a pre-advance may only be granted for early purchase of airline tickets to receive a discount. Proof of payment must accompany request for pre-advance.

January 21, 2009
An individual may have only one outstanding advance at any given time. A travel voucher for any outstanding advance must be received by the TTI Business Office prior to issuing another advance. However, there may be circumstances that warrant more than one advance being out at the same time.

**IRS Regulations Pertaining to Travel Advances**

The Internal Revenue has issued rules stating that travel advances may be considered taxable income. To avoid this, all travel advances should be expended within 30 days, expenditures should be substantiated within 60 days, and cash should be returned within 120 days. Current TTI policy states that all advances should be cleared within 30 calendar days from the completion date of the travel and that the employee should have only one outstanding advance at any given time. This policy will assure that TTI is in compliance with the Internal Revenue guidelines.

**Washington, D. C. Travel**

If the individual is traveling to Washington, D.C., to confer on legislative or appropriations issues with the staff or officials of the U.S. Congress or Federal Government, then the Report of State Agency Travel to Washington, D.C. (TTI Business Office Form TRAVREQ-B, select “Move to Wash DC” button or “Wash DC” tab) must be completed and submitted with the Travel and Advance Request to the Business Office.

**Foreign Travel**

Foreign travel is no longer required to be approved by the Governor’s Office. However, all requests should be submitted to the Business Office for approval prior to travel. The following documents should be submitted for processing:

1) Travel and Advance Request (Signed by Division Head)

2) Request for Foreign Travel (TTI Business Office Form TRAVREQ-C, select “Move to Foreign” button or “Foreign” tab)
3) Written justification/explanation

4) A full day-to-day itinerary for travel.

**Prospective State Employee**

A Travel Request for Prospective State Employee (TTI Business Office Form TRAVREQ-D, select “Move to Prosp Emp” button or “Prosp Emp” tab) should be completed when a prospective state employee travels for an interview or other employment evaluation. A prospective state employee may not receive a travel advance.

**TxDOT Travel**

Out-of-State travel, as well as registration fees, on a TxDOT subsidiary ledger account must be approved in advance by TxDOT. Attach an approved form to Travel and Advance Request. It should be stapled to the back of the original Travel and Advance Request.

**Texas Hotel Occupancy Tax Exemption Certificate**

On the Texas Hotel Occupancy Tax Exemption Certificate (TTI Business Office Form TRAVREQ-E, select “Move to Hotel Tax” button or “Hotel Tax” tab), the guest name should be printed in the guest certification section. It should be signed, dated, and presented to the hotel or motel for exemption from the Texas hotel occupancy tax.

January 21, 2009