



TEXAS TECH UNIVERSITY  
Department of Intercollegiate Athletics  
*Operating Policy and Procedure*

**PREFACE**

The information on policies and procedures is intended for the use of Texas Tech University Department of Intercollegiate Athletics. The manual supplements the Texas Tech University Operating Policies and is intended to provide information that will assist athletic department employees with their duties. All employees should benefit from referring to this manual when policy questions arise. It is not intended to list every policy detail of the Department of Intercollegiate Athletics (often referred to as simply as Athletics).

**ADDITIONAL SOURCES OF INFORMATION ARE:**

- Texas Tech University Operating Policies and Procedures ([www.depts.ttu.edu/opmanual](http://www.depts.ttu.edu/opmanual))  
<http://www.depts.ttu.edu/opmanual>)
- Texas Tech Athletics Compliance Manual
- Texas Tech Student-Athlete Handbook
- Texas Tech Student Affairs Handbook/Code of Student Conduct  
<http://www.depts.ttu.edu/studentjudicialprograms/conductcode.php>
- Big 12 Conference Handbook
- NCAA Division I Manual <http://www.ncaa.org/wps/portal/>

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### 5.6 TRAVEL

The following Policies and Procedures are to supplement the University Operating Policies (OP 79 <http://www.depts.ttu.edu/opmanual/contents.php> - 79). These Policies are necessary to accommodate the uniqueness of Athletics Department travel issues and are not specifically covered in the Universities' Ops. Athletics policies are supplemental to University and State of Texas guidelines.

### TRANSPORTATION

#### Airfare

Commercial Airline Fares: Employees are encouraged, but not required to use the contracted agency, National Travel Systems, (NTS) our local travel agency at 798-5999 or 794-4693. There is a \$25.00 agency fee that is charged by NTS when using their services. Lower cost is a valid reason to not use the contracted agency.

Use your State of Texas Travel Credit Card to obtain the State Rate for airfares.

- The advantage of using a travel agency and your State of Texas credit card is that, in almost all circumstances, you will receive a credit toward any travel changes. Be sure to identify yourself as a state employee when requesting travel changes.
- Airline tickets can be purchased directly on the Internet, but must be equal to or lower than the state base rate. These rates are found on the Texas Tech Travel Web site, [www.gsc.state.tx.us/travel/](http://www.gsc.state.tx.us/travel/). The State Base Rate amount found online is a one-way total, not including any US taxes, PFC and security taxes.
- If your airfare exceeds the state contract base airfare rate; the Athletics Director or his designee must approve any excess charges. This approval needs to accompany your Travel Expense Worksheet when it is completed. Texas Tech has an arrangement with Southwest Airline's business Web site; SWABIZ.com. Tickets may be purchased at a lower rate when using this site.

Directions on how to use the SWABIZ Web site follow.

- Always check both Web sites; <http://www.SWABIZ.com> and <http://www.southwest.com> for price comparison.
- An advantage on using SWABIZ, state rates are given using any credit card as form of payment and also allows you to use your rapid rewards account.

Travelocity is now available for Business Travel please contact Kyle Clark with the Texas Tech University System Travel Team at [Kyle.Clark@ttu.edu](mailto:Kyle.Clark@ttu.edu) or 806-742-9000 for registration in the Travelocity Web site.

#### Car Rentals

State contracted Car Rental Agencies are Advantage, Avis and Enterprise.

- Reservations for a rental car may be made through your designated travel agency (such as NTS) or by contacting the rental car company directly. (Be sure to identify yourself as a State of Texas employee and refer to reservations instructions that follow.

#### ADVANTAGE RENT A CAR CONTRACT

State of Texas Contact

Vicki Goldman

[vicki.goldman@arac.com](mailto:vicki.goldman@arac.com)

866.404.8253

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512.731.2169

512.206.0071 (FAX)

<http://www.Advantagerentacar.com/Texas>

Two Ways to Reserve:

1. 1-800-777-5518
2. [www.Advantagerentacar.com/Texas](http://www.Advantagerentacar.com/Texas)

The State of Texas rate identifier is the state agency 3-digit number + the letters TXC (no space between the numbers and the TXC). TBPC Co-Op members use their 4-digit numeric member number + the alpha character + the letters "XC". (For example, #####AXC)

To Make a Reservation online:

1. Go to [www.Advantagerentacar.com/Texas](http://www.Advantagerentacar.com/Texas)
2. Click on State of Texas Reservations.
3. Previous Renters enter their personal Advantage Easy ID# and the first three (3) letters of last name.
  - This will allow system to pre-populate your profile information.
  - First time renters: you will receive your Easy ID# when you rent, and it will be on the receipt beside your name. (example: 82375681-AUI)
4. Follow the five easy steps for booking with special care to:
  - Enter your State Account Number in Step 3
  - Enter notes in the convenient Comment Section in Step 5
5. Submit reservation request

A confirmation will be sent via email to the traveler and/or additional individuals as designated on the reservation.

Out-of-State Provisions:

Advantage rentals outside the State of Texas are NOT subject to any difference in rates, options, and/or provisions. All rentals, direct bill and/or credit card, are subject to tax.

Out-of-Country Provisions:

Advantage offers State of Texas employees no discount off of the published rates at their international locations at this time. Renters are advised that the standard insurance coverage (Liability and LDW) that is included in the domestic SOT rate is not included in the international rates. Please visit the Advantage Web site <http://www.arac.com/locations/index.htm> for the specific cities that they service in Australia/New Zealand, Canada, the Caribbean, Central and South America, Europe, and the Middle East.

AVIS RENTAL CAR SYSTEM, INC. Contract

State of Texas Contact

Theresa Stottlemyre

[tstottle@avis.com](mailto:tstottle@avis.com)

800.525.7521 x1144

918.621.4820 (FAX)

<http://www.avis.com>

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### Two Ways to Reserve:

1. 1-800-331-1212
2. [www.avis.com](http://www.avis.com)

The State of Texas rate identifier is F999 + the state agency 3-digit number.

### To Make a Reservation Online:

- Step 1 After reviewing the following steps, log-on to "Avis" Web site.
- Step 2 Enter rental date, time and location on "Avis" Web site.
- Step 3 If available, enter your Avis wizard number and arriving airline (optional).
- Step 4 Select "Continue" and you will advance to the Rates and Discounts screen.
- Step 5 You must choose the option labeled "Check my corporate rate".
- Step 6 Enter your Avis Worldwide discount number. F999 plus your 3-digit state agency code. (ex. F999303).
- Step 7 Select "Continue" and you will advance to the Car selection screen.
- Step 8 Select a car type and continue, you will advance to the Rate Confirmation screen.
- Step 9 DO NOT accept the optional coverage, Loss Damage Waiver and Additional Liability is built into the rate.
- Step 10 Select "Continue," enter your name and e-mail address to receive an e-mail confirmation.
- Step 11 Select the "Make Reservation" button and your car will be reserved.
- Step 12 A confirmation page will appear with your reservation number.

### Out-of-Country Provisions:

Avis offers a discount off of their best published rates to State of Texas employees. The rate does not include insurance and Avis recommends adding "CDW" (collision damage waiver) and "TP" (theft protection) at the rental counter. This insurance will cover any damage to, or theft of, the Avis vehicle.

Please visit the Avis Web site <https://www.avis.com/AvisWeb/rentalsupport/BrowseInfo> for the specific cities that they service in these regions.

- Europe - 20% discount
- Africa and the Middle East - 10% discount
- Asia - 15% discount
- Pacific (including Australia and New Zealand) - 15% discount
- Latin America - 10% discount

### ENTERPRISE RENT-A-CAR CONTRACT

State of Texas Contact

John Hampton

[john.a.hampton@erac.com](mailto:john.a.hampton@erac.com)

866.398.5080

512.912.5337 direct

512.912.5500

512.462.0878 (FAX)

[http://www.enterprise.com/car\\_rental/home.do](http://www.enterprise.com/car_rental/home.do)

### Two Ways to Reserve:

1. 1-866-398-5080

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2. [http://www.enterprise.com/car\\_rental/home.do](http://www.enterprise.com/car_rental/home.do)

The State of Texas rate identifier is the letters TX + the state agency 3-digit number or TBPC Co-Op 5-digit member number.

(Review comparison tables for all three vendors' rates and other contract provisions.)

To Make a Reservation Online:

1. After reviewing the following steps, click on the State of Texas "Enterprise" Web site link below.
2. Enter your location of choice and dates.
3. Enter your State of Texas agency rate identifier and click on search.
4. On the next page, enter in your three digit pin. If you need assistance or unsure of your pin, please call 1-866-398-5080.
5. Now follow the directions on the next page of the Web site.

Additional Enterprise Provisions:

Included in Enterprise's Liability coverage is Personal Injury Protection of \$2,500 per person and Uninsured Motorist with a combined single limit of \$55,000 per claim for "no fault" accidents.

This coverage is called the Prestige SLP and has some exclusions. They are not similar to the damage waiver exclusions that are currently listed in the proposal under 3.2.2.8. Please use the exclusions listed in the SLP policy on the back of each rental agreement.

Out-Of-State Provisions:

There are five locations in Hawaii participating in the contract and there are no participating locations in Alaska.

Out-Of-Country Provisions:

Enterprise offers State of Texas employees a 10% discount off of the published rates at their international locations. Renters are advised that the standard insurance coverage (Liability and LDW) that is included in the domestic SOT rate is not included in the international rates.

Please visit the Enterprise Web site

[http://www.enterprise.com/car\\_rental/deeplinkmap.do?siteid=00001](http://www.enterprise.com/car_rental/deeplinkmap.do?siteid=00001) for the specific cities that they service in Canada, Ireland, Germany, and the United Kingdom.

Canada and Mexico Rentals

For Enterprise rentals going into Mexico: Insurance is \$25.99/day for any car class. This must be purchased separately when traveling to Mexico. When traveling on business to Mexico Enterprise will take responsibility of the deductible.

- Allowed car rental types are: sub-compact, compact, intermediate, and full size vehicles. The excess charges for Premium or Luxury vehicles must be paid personally by the Traveler. Exceptions must be approved by the Athletics Director. See [www.gsc.state.tx.us/travel/](http://www.gsc.state.tx.us/travel/) for information regarding car rental types. While recruiting, coaches may rent premium or luxury (SUV) models for appearance purposes.

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- Gasoline purchases must be made prior to returning the vehicle to the rental company. The additional service charge for re-fueling at the car rental gas agencies will not be reimbursed. For emergency situations, gasoline charged by the car rental agencies may be approved by the Athletics Director. Written documentation approved by the Athletics Director must be submitted with voucher.
- If state contracted car rental agencies (Advantage, Avis or Enterprise) are not available, a non-contracted rental car may be rented. When using a non-contract car rental agency the traveler will need to take both the additional liability and LDW/CDW insurance. (If the contract vendors are sold out, we can reimburse for the liability and LDW. We cannot reimburse for the optional personal insurance, like PAI.) Written documentation of the reason that the non-contract car rental was contracted, must be submitted with the travel voucher.

### 5.61 MILEAGE/GAS REIMBURSEMENTS

Mileage is allowed for employees who do not receive a car allowance or do not drive a courtesy car, typically. Reimbursements for mileage in special circumstances for employees who have car allowances or courtesy cars must be justified by the traveler and approved by the Athletics Director.

- Mileage is at a rate of \$.51 per mile for the calendar year 2011.
- Mileage allowed on Courtesy Car or Car Allowance individuals is .19 per mile.
- To determine mileage for TX, AR, LA and OK use, [www.cpa.state.tx.us/comptrol//texastra.html](http://www.cpa.state.tx.us/comptrol//texastra.html)
- For all others States use, [www.mapquest.com/directions/main.adp](http://www.mapquest.com/directions/main.adp).
- Mileage up to a maximum of 50 miles will be allowed for Official Visit Recruits Weekends at the rate of \$.24 per mile for actual miles driven with the prospective student athlete. A log of the miles driven must be submitted with the prospects name for reimbursement.
- Reimbursements for gasoline for out of town business travel is allowed for employees with a courtesy car or car allowance by submitting proper receipts.
- Gas purchased for travel in town is not reimbursable unless used while on official University business.

### 5.62 PARKING

For Lubbock airport parking, a maximum of \$6.75/day (i.e. long-term, covered parking) will be allowed. Prices are subject to change. This does not include short-term parking. An original receipt is required; no handwritten vouchers or lost receipt memos will be accepted.

### 5.63 PER DIEM

The allowed State of Texas per diem for the Athletic Department only is at the rate of \$36.00 per diem for overnight travel. The per diem breakdowns are \$7.00 breakfast, if leaving headquarters prior to 8:00 am, or if out of town; \$11.00 lunch if leaving headquarters prior to 12:00 noon, or not returning to headquarters until after 1:00 pm or out of town; \$18.00 dinner if leaving headquarters prior to 5:00 pm, or not returning to headquarters until after 7:00 pm, or if out of town

- The maximum amount of per diem for students is \$36.00 per day or actual cost of team meals. You may substitute a team meal for per diem. SA per diem should be distributed the day of competition but not later than two business days following competition.
- Student-Athletes receiving per diem must sign and date verifying receipt of amount indicated. The per diem signature sheet must be submitted to the business office within two business days following competition.

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- Student-athletes who fail to sign the signature sheet verifying their per diem within two business days following competition will not receive per diem for that competition.
- Out of State per diem may be taken with prior approval for travel to the East and West Coast States.

### 5.64 LODGING

The combined meals and lodging allowed rate is \$131.00 per day. Student-Athletes should be housed in hotels according to the number of beds in the room; for example, two beds, two student-athletes, three beds, three student-athletes, etc. The Allowed State of Texas lodging room rate for the Athletic Department only is \$95.00 per night, based on a per diem rate of \$36.00 per day. (***This total does not include any applicable taxes.***)

- Except for stays within Texas, all mandatory taxes charged by a hotel are reimbursable. Texas Tech is a State Institution and is exempted from Texas State sales tax only (when staying in Texas). Always present the Tax Exemption Certificate Texas State Occupancy Tax card to the hotel upon check in. These cards may be picked up in the Athletics Business Office. If the hotel insists on more information, have them call Sandy Reyna at 806-742-1438 for assistance.
- Expenses in excess of the maximum allowance for lodging (\$95.00 per night) may be allowed for Conferences and Seminars, when the conference is located at the hotel site. In these cases, the Conference Itinerary, approved by the Athletics Director must be submitted with the travel voucher, to the University Travel Office. Excess lodging on out-of-state travel, must be pre-approved by the Athletic Director. The excess expense may be charged to the sport's booster account, if applicable. (Also see section on Conferences and Seminars for other details pertaining to reimbursements.)
- If you make lodging reservations online using <http://www.hotels.com>, <http://hotwire.com>, <http://priceline.com>, or the like; please be aware that your reimbursement will be reduced six percent (6%) for state sales tax in Texas.
- Lodging expenses during academic year university holidays may only be provided to student-athletes who are living on campus and who are required to stay to practice or compete at times during the academic year when dorms are closed. (Lodging expenses will NOT be provided to student-athletes who live off campus.)

### 5.65 TIPS

- No additional tip will be reimbursed on team meals or entertainment meals when a mandatory tip is already included.
- Unless the tip is a mandatory tip for groups, the maximum tip allowed will be 15%.
- The maximum tip allowed for bus drivers is \$25.00 per round trip.
- The guidelines for tips allowed for the following are:
  - Luggage Handlers: \$ 1.00 per bag
  - Shuttle Drivers \$ 3.00 per shuttle ride
  - Cab Drivers \$ 3.00 per cab ride

Tips for bellhops or valet parking are not reimbursable. Tips will be charged to each operating account (Fund 1100) and/or the booster account for each area. The account will be determined by the ABO based on availability of funds.

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### 5.66 TEAM TRAVEL PROCEDURES

The following documents are required prior to obtaining a cash advance: Online application, competition form and meal form):

- <https://www.fiscal.ttuhs.edu/travel/Main/TravelHome.asp>
- An online application is required for travel related to all away which automatically notifies the compliance office about team travel.
- Please request a cash advance at this time and save the application (do not submit at this time)
- Two or three weeks prior to the team travel, open the saved application and make any revisions
- Click on "My department requires application signatures", and print the application
- The completed and approved application with signatures must be submitted to the compliance office along with the completed and approved competition and meal money forms
- The application should be submitted no later than one week prior to the team departure to allow sufficient processing time for compliance, business and University Travel Office without delay or loss
- The cash advance check must be picked up at the University Travel Office, Room 221 Drane Hall. The check must be picked up by the individual requesting the advance. If the individual is not able to pick up the advance check, their designee can pick up the check with written documentation from the traveler (a memo indicating that the designee is approved to pick up the check, should include the traveler's name and signature).

#### 5.66.1 PURCHASE REQUISITIONS AND APPROVAL OF ALL TEAM TRAVEL

*(Effective immediately as of 11/7/07):* Sports are required to book team travel within the 48-hour departure and 36-hour return restrictions as per NCAA rules. Any travel that may require departure from campus prior to the 48 hour time period MUST receive an approved ARS waiver (the compliance office must file) or the compliance office must approve an exception per NCAA rules (legislated exceptions exist).

Sport supervisors must approve the trip PRIOR to purchase of airline tickets for team travel, regardless of how the trip will be paid. A completed purchase requisition for the total number of purchased tickets for the travel party (individual names are not necessary on the purchase requisition) must be submitted to the sport supervisor, and MUST list the planned departure time from campus, along with the competition date and time on the submitted purchase requisition BEFORE tickets are purchased. Any travel that may require the ARS must be submitted to the compliance office once the sport supervisor has approved of the trip.

#### NOTES

1. Compliance approval and appropriate sport administrator approval must be obtained before a Cash Advance from the University Travel Office may be picked up.
2. Cash Advances from the Athletics Business Office will be issued for emergency travel and special situations only.

#### TRAVEL ADVANCE NOTES FROM UNIVERSITY TRAVEL OFFICE

Complete University policies are available at: <http://www.depts.ttu.edu/opmanual/contents.php#79> for complete information. Effectively immediately, travel advances will be reviewed using the following criteria (as of 9/18/07):

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**Airfare**—Will be allowed, but traveler will need to present a copy of the itinerary confirming the cost of the airline ticket when s/he picks up the advance in Travel Services. (Direct depositors will need to fax us the itinerary/receipt before we approve the application.)

**Lodging**—Only the lodging amount set by the state or federal government for the destination city will be allowed. Hotel taxes may be added, but the amount requested for hotel taxes may not exceed 9% for travel within Texas or 15% for travel outside Texas.

**Meals**—The per diem amount set by the state or federal government for the destination city will be allowed. Travelers are strongly encouraged to take into consideration any meals that might be provided as part of a conference registration fee, as well as the departure and return times on the travel days. Right now many travelers are asking for an advance for each day of travel, even when many meals are included in the registration and when the flights allow only partial reimbursement.

**Rent Cars**—No advances will be allowed for rental cars. The reason for this is that rental cars must be charged to credit cards, so travelers do not need cash advances. Reimbursement will be provided on the voucher.

**Other**—The only “Other” expense that will be allowed is \$50 for taxis and shuttles, when needed. There will be no advances for registration fees or parking or any other incidental expenses.

### COMPETITION FORM (must accompany travel application)

- Complete required competition information and travel party
- Obtain head coach and sport supervisor signatures
- Submit to compliance (departure/return restrictions, eligibility and Big 12 travel restrictions are monitored)
- Form is sent to Athletic Academics for travel excuse letters, Certification for eligibility and Business Office for expenses

### MEAL FORM (must accompany travel application)

- Select meal or per diem options as permissible
- Obtain head coach and sport supervisor signatures
- Submit to compliance

### STUDENT-ATHLETE PER DIEM SIGNATURE SHEET (required documentation for reimbursement for Team Travel). This form is labeled SA per diem signature sheet and can be found in the shared Compliance Forms Folder on the server.

- The signature sheet should be typed (not handwritten). This is for your protection and the protection of the University when being audited.
- A witness and the distributor of the funds must initial the top right corner of the sheet at the time of distribution.
- Student-athletes must sign and date verifying they have received amount noted.

### LODGING

It is recommended that the hotel be direct billed, but at the discretion of the sport, the Coach or his Designee can charge the hotel to their credit card. The coach or designee is responsible for reviewing and adjusting their own hotel bill before submission to the ABO for reimbursement. Advances for hotels are available from the Athletics University Travel Office online.

- Advances for hotels are available from the Athletics University Travel Office online.

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### TEAM TRAVEL SETTLEMENT

(Should be submitted to the Business Office within five business days)

- The Travel Expense Worksheet should be completed upon return.
- After you have completed the travel expense worksheet, go to the Travel System Web site, [www.fiscal.ttuhs.edu/travel/Main/TravelHome.asp](http://www.fiscal.ttuhs.edu/travel/Main/TravelHome.asp) and open the application and complete the Travel Voucher, using the travel expense worksheet as your guide.
  - Do not SUBMIT the voucher online
  - Print the worksheet and voucher
  - The preparer should sign the voucher and obtain head coach approval and signature.
- All travel documentation (worksheet, per diem signature sheet, original receipts, online worksheet and online travel voucher) is submitted to Sandy Reyna (Athletics Business Office) for review.
- The business office reviews all documentation prior to submission to the University Travel Office.
- All team travel expenses incurred by each employee will be submitted as one complete Travel Voucher for all travelers including the team and official party.
- The University Travel Office will process the voucher and print the check to each employee incurring expenses. Spousal travel will be subject to federal income tax withholding.

### 5.67 INDIVIDUAL TRAVEL

An Online Application must be completed for every travel trip including recruiting, conference fund-raising and etc. at the following Web site:

- <https://www.fiscal.ttuhs.edu/travel/Main/TravelHome.asp>
- When recruiting the e-raider supervisor should be jbrashea
- For conferences or conventions the e-raider supervisor should be your supervisor's e-raider.

### 5.68 REGISTRATION FEES FOR CONFERENCES OR SEMINARS

Here is a list of the documentation required for payment or reimbursement of registration fees for any conferences (or the like). If the registration fee payment is being requested prior to the trip submit the completed registration form along with a copy of the conference voucher or conference itinerary along with a completed purchase requisition to the Athletics Business Office as soon as possible.

The University will only reimburse travelers (each in their own name) for registration fees on the travel voucher. Also, when requesting payment or reimbursement of a registration fee, the Business Office needs a copy of the registration information, not just the receipt. The official documentation needs to show the name of the conference, the dates and location, the conference hotel(s), and what specifically is included in the registration fees being paid or reimbursed. The easiest way to provide this documentation is probably a copy of the conference brochure. Printouts from the official website should work as long as they include all the required information. Having this information allows ABO to confirm details needed when processing the travel voucher.

When requesting reimbursement on a travel voucher, the documentation and the receipt should be attached to the voucher with the other receipts.

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### 5.69 PROSPECTIVE EMPLOYEES TRAVEL

When making travel arrangements for Prospective Employees, please follow these procedures:

- Airfare transportation: Reservations are to be made with NTS (local travel agency). Before calling NTS, call Sandy Reyna at the Athletic Business Office and notify her that you are bringing in a prospective employee. Then call NTS for reservations and tell them that you will be using the Athletic Business Office credit card. NTS will contact Sandy Reyna for approval before charging the credit card.
- 1. Or you may contact Sandy Reyna or Heidi Hingst giving them the flight and the prospect's information they will go online and purchase the airline ticket using the ghost card and forward the ticket information to you and the prospect if requested. By contacting Sandy or Heidi there will be no travel agency fee charge.
- 2. Airfare may also be purchased by using the BTA Advance service the University offers on the online travel website. If the prospect is traveling within Texas you must go through SWABIZ at [www.swabiz.com](http://www.swabiz.com) this is Southwest Airlines business site. If the prospect is traveling from out of state you will need to contact NTS.
- The University Travel Office will reimburse mileage (online travel system). If an incoming prospective employee is driving to Tech, you will need to obtain their Social Security number and complete a travel application online. Print and submit the application, then obtain appropriate signatures. Once the prospective employee arrives in Lubbock, you may use the odometer mileage given by the prospective employee, or the State of Texas Comptroller Web site for the following States: Texas, New Mexico, Arizona, Louisiana and Oklahoma. For all other States, use the Map Quest Web site [www.mapquest.com/directions/main.adp](http://www.mapquest.com/directions/main.adp). Complete the travel voucher online, print the worksheet and voucher, do not submit the voucher online, have the prospective employee sign in the designated area and send to Sandy Reyna at the ABO.
- Lodging is to be direct billed to Athletics.
- Reimbursement meals with prospective employees must be turned in on a purchase requisition with names of attendees and sent to Sandy Reyna for processing. Tip reimbursements for prospective employees will follow the same rules set forth under tips in this Travel Policy.

#### TRAVEL EXPENSE WORKSHEET

- A travel expense worksheet must be submitted to the Athletics Business Office upon completion of each trip.

#### DEADLINES FOR SETTLEMENT OF TRAVEL

- Upon your return from travel, you should have all receipts and all other documentation, along with the travel expense worksheet, submitted to the Athletics Business Office within five (5) business days, but, not later than 30 business days. Travel not submitted within this time period will be subject to non-reimbursement. Exceptions must be approved by the AD prior to submitting the travel expense worksheet to the ABO.
- By completing and signing this worksheet, you are certifying that all the expenses turned in were incurred for business travel. Your signature will also serve as authorization for the ABO or University Travel Office to make any changes to comply with Athletics travel or University policies. Your signature on the travel expense worksheet shall serve as the signature required on the travel voucher submitted to the University Travel Office.

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TRAVEL EXPLANATION DEFINITIONS (to use when completing an online application):

**Recruiting:** Recruiting prospective student-athletes. This benefits the University by bringing prospective students/athletes to Texas Tech University.

**Conference/Seminars:** Full name of conference/seminar (no abbreviations) for continuing education or certification, (whichever applies) as required for his/her position with Athletics at Texas Tech University.

**Fund-raising:** Attendance at fund-raising events may be required by a position within Athletics at Texas Tech University. Please list event attended and/or the person/people visited.

**In-town mileage:** Deliver various written documentation (explanation of errands), to perform duties as required by a position with Athletics at Texas Tech University.

**Team Travel:** Team competition against (Opponent)

- Non-Conference - Benefit: to prepare team for Big 12 competition.
- Conference - Participation is required per Big 12 Conference.
- Postseason - Participation in NCAA events based upon success throughout the season.

Please be as explanatory as possible when completing the description part of your online application. The above examples should be used when at all possible.

### USING SWABIZ FOR TRANSPORTATION REQUESTS

If a traveler in your department needs a transportation request (TR) and prefers to use Southwest Airlines, they can use Southwest's business travel site and there will be no booking fee. However, there are certain steps that must be followed in order to make sure that the ticket is charged to the department properly. (Please note, if the traveler wants you to book the airfare for them, they will need to give you their Rapid Rewards account number and password.)

If your traveler does not already have a Rapid Rewards account, he/she will need to create one:

1. Go to <http://www.swabiz.com>.
2. Under "Quick Links," click on "Traveler Account."
3. In the lower right corner of the screen, click on "Create an Account," and follow the directions. (Tech's company ID is 99132541.)

If your traveler already has a Rapid Rewards account but has not logged in with Tech's company ID, they must "link" their Rapid Rewards account to the Texas Tech account before they can request a TR online.

1. Go to <http://www.swabiz.com>.
2. Under "Quick Links," click on "Traveler Account."
3. Enter Tech's company ID (99132541) and the traveler's Rapid Rewards number and password. As soon as the traveler clicks on the "login" button, their Rapid Rewards number will be linked to Tech company ID and they can exit the system.

To obtain a TR through Southwest Airlines, please complete the following steps:

## Department of Intercollegiate Athletics Policy and Procedure

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1. Email either Cynthia Davis (cynthia.davis@ttu.edu) or Lydia Mecalco (lydia.mecalco@ttu.edu) in Travel Services for a TR. Be sure to include the traveler's name and Tech ID, the dates of travel, and the destination. When we receive the email, Cynthia or Lydia will go into the SWABIZ site and toggle on the traveler's name, allowing them to use Tech's central billing account for that travel. (It's very important that the traveler already have a Rapid Rewards account that is linked to Texas Tech's company ID or their name will not appear on the list of Tech travelers.)
2. When you receive an email that the traveler has been authorized to use the central billing account, the traveler will need to actually purchase the ticket. (This needs to be done as soon as possible or the authorization will expire.)
  - a. Go to <http://www.swabiz.com>.
  - b. Under "Quick Links," click on "Traveler Account," and log into the system using the company ID (99132541) and traveler's Rapid Rewards account and password.
  - c. On the "Account Snapshot" screen, click on "Reservations" at the top of the SWABIZ screen.
  - d. Enter the information requested (Where are you traveling? When are you traveling? etc.) and click on "Go To Next Step - Select Flight >>".
  - e. Select the flights preferred by the traveler and click on "Go To Next Step - Price >>".
  - f. Review the itinerary and pricing screen, making sure that the information is accurate. Click on "Go To Next Step - USA Purchase >>".
  - g. Enter the traveler's name. Note, no credit card information will be requested. However, in the section "Let them know you are on your way..." please be sure to enter Cynthia's email address (cynthia.davis@ttu.edu) so that she will have a record of the transaction for reconciliation purposes. When everything is completed, continue with the purchase by clicking on the "I Want To Purchase This Air Travel" button.
2. Immediately after purchasing the ticket, submit an online travel application requesting the TR. Please do not forget this step as this is the step that will charge the ticket to the appropriate TechFIM account.