



Angelo State University
Operating Policy and Procedure

OP 70.03: Business Travel Account

DATE: September 8, 2015

PURPOSE: The purpose of this Operating Policy and Procedure (OP) is to set forth the policies and procedures governing the use of Business Travel Accounts (BTAs) for airfare, hotel, and rental vehicle for official business travel.

REVIEW: This Operating Policy (OP) will be reviewed in September every five years, or as needed, by the director of purchasing and operations with recommended revisions forwarded through the vice president for finance and administration to the president by October 15 of the same year.

POLICY/PROCEDURE

1. The Business Travel Account (BTA) is designed to assist employees with airfare, hotel, and/or rental vehicle charged directly to the university. All employees and prospective employees can use the BTA for airfare through Horizon's Travel Agency. Only employees who have applied for a state travel card and were denied can use the BTA for hotels and direct bill for rental vehicles. Students traveling with proper authorization may also use the BTA for airfare and hotels and the direct bill for rental vehicles (see OP 70.09 for policies and procedures on Student Travel).
2. Travel booked using the BTA must be for official university business only. If a trip is not entirely funded by the university or is extended for personal travel, the employee must provide a check payment to the contracted credit card company for the additional amount not charged to the BTA at the time of the reservation. The employee must contact the Travel Office for the payment process.
3. The employee or the accountable employee for the student travel must complete a Travel Authorization Request (TAR) (Attachment A) and obtain all required signatures prior to requesting the use of the BTA from the Travel Office.
 - a. The employee must make the hotel and/or the rental vehicle reservation(s). Attach the hotel and/or rental vehicle reservation confirmation(s) to the TAR.
 - b. The employee must make flight arrangements through Horizon's Travel Agency to use the BTA.
 - c. The Travel Office will contact the travel agency, hotel, and/or rental vehicle vendor(s) to confirm charge(s) and authorize payment(s).

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- d. The Travel Office recommends that an employee carry a credit card or cash in case a hotel refuses to allow prepaid charging for the full amount due. The employee can contact the Travel Office to request assistance if a hotel refuses to process a prepayment.
4. When the BTA is charged for the employee's airfare, hotel, or rental vehicle, the cost will be charged to the organization number indicated on the TAR.
5. If travel were made through the BTA but the employee/student(s) can no longer travel, the Travel Office must be notified immediately. Only the Travel Office may cancel travel reservations made through the BTA.
6. The employee must complete a Travel Expense Log (Attachment B) for all other expenses related to the travel not charged to the BTA and submit original paid receipts for all BTA prepaid services.

Attachment A: [*Travel Authorization Request*](#)

Attachment B: [*Travel Expense Log*](#)