



Angelo State University
Operating Policy and Procedure

OP 70.03: University Paid Expenses

DATE: August 6, 2019

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

REVIEW: This OP will be reviewed in October every five years, or as needed, by the purchasing and travel supervisor and executive director of contracts and materials management with recommended revisions forwarded through the vice president for finance and administration to the president by November 15 of the same year.

POLICY/PROCEDURE

1. General

The Business Travel Account (BTA) is designed to assist employees with airfare, hotel, and/or rental vehicle charged directly to the university. The BTA may be used for the following purposes:

- a. All employees and prospective employees can use the BTA for airfare through Horizon's Travel Agency. Airfare may not be purchased more than 60 days prior to the departure date.
- b. Airfare reservations using state appropriated funds **must** be charged to the BTA, or with another state issued travel credit card. See [OP 70.01](#) for further information on use of state appropriated funds.
- c. For local funds, employees who have applied for a state travel card and were denied, can use the BTA for hotels and direct bill for rental vehicles through Enterprise.
- d. 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).

Travel booked using the BTA must be for official university business only. The employee must contact the Travel Office for the payment process. If there are any personal related expenses or any other expenses that are noncompliant with the travel regulations, then the traveler is responsible for repayment to the university for these charges.

Exceptions to this OP may be reviewed by the Travel Office and then forwarded to the vice president for finance and administration or assigned designee for approval.

2. Requesting Use of the BTA

The employee is responsible for following the below BTA process:

- a. The employee or the accountable employee for the student travel must complete a *Pre-Approval* (PA) and obtain all required approvals prior to requesting use of the BTA from the Travel Office.
- b. The employee must make the hotel and/or the rental vehicle reservation(s), attach the hotel reservation confirmation and/or Enterprise Reservation Form (found on the Travel Office website) to the PA.
- c. The employee must make flight arrangements through Horizon's Travel Agency to use the BTA then notify the Travel Office.
- d. The Travel Office will contact the travel agency, hotel, and/or rental vehicle vendor(s) to confirm charge(s) and authorize payment(s).
- e. 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.
- f. If travel was made through the BTA, but the employee/student(s) can no longer travel, please notify the Travel Office.

3. Reporting Use of the BTA and Direct Bill

- a. The travel office will complete the expense report for all airfare charged to the BTA and the Enterprise direct bill; Hotel paid on BTA should be included on the travelers expense report, and notated that the expense was paid on the BTA.