

**PROCUREMENT
SERVICES**

TEXAS TECH
Administration & Finance
Financial & Business Services

TTU Travel Agencies and Transportation Requests

A travel agency should be used for all international travel. When traveling on federal funds, the travel agent should be advised that you must comply with the Fly America Act, and the agent will be able to book flights that comply. Employees/Students may process a BTA (Business Travel Account) Request in the Emburse Enterprise System to use a travel agency, and the airline ticket cost will be charged to Travel Services' credit card. The department cost for the airfare will be expensed when the final expense report is submitted. Travel agencies that may be used for Transportation Requests are listed below.

Bell Travel Contact Person:

Deborah O'Conner

Email: btinvoice@gmail.com

Phone: 806-796-2355

National Travel Systems (NTS)

Phone #: 800-814-3336 ext. 156 or 150 or 806-798-5999

Email: ttutrans@nationaltravelsystems.com

Business Travel Account (BTA)

- When requesting a BTA using the Emburse Enterprise system, the employee will be asked to verify that the employee is eligible for a BTA (refer to OP 79) and supply the following information:
 - The travel agency's name (a scroll-down list is available) and a copy of the proposed itinerary. If Southwest Airlines is used for the BTA, instructions for using SWABIZ are available at <http://www.depts.ttu.edu/procurement/resources/training-and-work-aids/> under Travel Services.
 - The estimated cost of the airfare; and
 - The flight's ultimate destination city and state.
- When an employee submits a pre-approval with a BTA request, Travel Services will receive a notification of the request.
 - Upon receipt, Travel Services will review and process the request.
 - If there are problems with the pre-approval, the report will be returned to the traveler's dashboard in the Emburse Enterprise system.
- Only Travel Services may cancel travel applications that include a BTA request. Travel Services should be contacted immediately if a pre-approval includes a BTA request that needs to be canceled or modified.
- When Travel Services' account is charged for the employee's airfare, the transaction will be posted to the traveler's eWallet in the Emburse Enterprise system. This includes the travel agency fee; which will have a separate transaction entry in the traveler's eWallet. The airfare expense is reconciled on the final expense report with the exact amount charged ticket, including travel agency fees. SWABIZ does not charge an agency fee for their service.