

REVIEW: This HSC OP will be reviewed on December 1 of each odd-numbered year (ONLY) by the Managing Director of Procurement Services, with recommendations for revisions forwarded to the Executive Vice President for Finance and Operations.

POLICY/PROCEDURE:

1. **Use of the Business Travel Account (BTA)**

the travel pre-approval report (see [HSC OP 79.02](#)).

-
- b. Airfare arranged by a travel agency must use the State of Texas contracted travel agency National Travel Systems.
 - c. An employee *does not* qualify for a BTA if the employee:
 - Does not wish to apply for a state travel card;
 - Has a state travel card but does not wish to use the card;
 - Has had a state travel card that was cancelled for non-payment or misuse;
 - Has a hold in the State Comptroller's Texas Payee Information System (TPIS). (NOTE: Reasons why an individual is on TPIS hold include being in default on a Texas Guarantee Student Loan, indebted to the state or a state agency, delinquent on state tax, not paying child support, or owing a reimbursement for unemployment taxes.)
 - d. Use of the BTA to purchase airline tickets may be requested for prospective employees and non-employee speakers or participants.
 - e. Cancelled BTA airline tickets must be expensed to a local funding source. Departments are responsible to ensure cancelled BTA airline tickets are only used for future TTUHSC

