



TEXAS TECH UNIVERSITY
HEALTH SCIENCES CENTER

Office of the Provost
Student Life

Student Organization Travel Process

Step 1: Submit a Purchase Request for the total amount of travel funding needed (within available Senate funds) – completed by an officer of the organization

- Include the following details:
 - Travel Dates
 - Total number of students traveling
 - Names of students that will be traveling
 - What is being reimbursed/funded (i.e. registration, airfare, meals, Uber, etc).

Step 2: Forms to be submitted by travelers (each student must submit these forms Before the Trip)

- Travel Request (HSC Net) <https://ttuhsc.campuslabs.com/engage/submitter/form/start/385015>
- Signed copies of the below forms (email to Student.Life@ttuhsc.edu)
 - Student Liability Release:
<https://www.ttuhsc.edu/administration/documents/ops/op77/op7708a.pdf>
 - Authorization for Emergency Medical Treatment:
<https://www.ttuhsc.edu/administration/documents/ops/op77/op7708b.pdf>

Step 3: Forms to be submitted After the trip

- Clery Student Travel Form (by one person who went on the trip)
<https://www.ttuhsc.edu/student-life/travel-form.aspx>
 - This form must be submitted before any reimbursements will be processed.
- Travel Reimbursement Request (HSC Net)
<https://ttuhsc.campuslabs.com/engage/submitter/form/start/394039>
 - Each traveler will submit this form.
 - Receipts will be uploaded to this form for any expenses being reimbursed.
 - Should be submitted as soon as possible once returned from the trip, but no later than 14 days from the date of return.

Important Reminders:

- Travel must be related to the student organization (i.e. national/state conference) or leadership development.
- Travelers should keep all receipts (itemized and credit card) for purchases that are going to be reimbursed by the organization. They will submit copies of these during the Travel Reimbursement Request form.
- Travelers sharing a hotel room need to pay for their portion of the hotel room bill, all hotels will accommodate this request just let them know at check-in. A zero-balance receipt with the last 4 of the credit card number should be submitted for reimbursement.
- If an officer is traveling with the group, a different officer should submit the Purchase Request to show the officer's travel is approved.