Guest Travel Authorization

Purpose

To provide guidance on obtaining prior approval and reservations for official UTEP guest travel.

Policy

This procedure is issued in accordance with The University of Texas at El Paso (UTEP) Travel Policy (Handbook of Operating Procedures, Section VII, Chapter 6).

UTEP may fund travel expenditures for University guests in accordance with institutional policies and procedures. University guests are defined as travelers which are not UTEP students or employees. University guests must serve a business purpose such as a contractor, speaker, prospective employee, etc.

Departments funding University guests on UTEP official travel must obtain a fully approved Guest Travel Authorization (GTA) form prior to the start of travel and/or prior to incurring expenditures related to the travel. 'Fully approved' indicates that all required workflow approvals have been completed. The responsible department and the owner of the funding source for the travel are responsible for completing all pre-travel approvals.

Procedures

Guest Travel Authorizations

A Guest Travel Authorization (GTA) form must be completed by the department travel planner prior to the start of travel. The BP Logix form will route electronically for approvals; it must be approved by the budget authority for the cost center or project ID entered.

The Travel Authorization must include the following information:

1. Name of traveler
2. Dates of travel
3. Type of Visitor
4. Purpose and benefit of travel
5. Guest Affiliation
6. Guest Country
7. Type of travel reservation requested
8. Cost center/Project ID

The DTN number of the fully approved Guest Travel Authorization (GTA) form will serve as the Travel Authorization ID for reservation requests.

University Guest Airline Reservations

As required by the UT Systemwide contracts, official UTEP travel arrangements funded by the University must be made through the University contracted travel agency, Anthony Travel, Inc (ATI).

The responsible UTEP employee (faculty, staff or department travel planner) must contact the University's contracted travel agency, Anthony Travel. Guests may not contact Anthony Travel directly to request reservations. Updated contact information can be found on the UTEP Travel Service's UT System Contracted Travel Agencies website.

- All fares will be paid by the University via the US Bank Travel card for airfare.
- The lowest available fare will be offered.

Reservations for University Guests require a Travel Authorization ID. The DTN number of the fully approved Guest Travel Authorization form will serve as the Travel Authorization ID.

See the Airline Reservation business process guideline for more information.

University Guest Rental Car Reservations

As required by the UT Systemwide contracts, official UTEP travel arrangements funded by the University must be made through a University contracted car rental agency or through the University contracted travel agency, Anthony Travel, Inc (ATI). All car rental reservations must comply with the Texas State Comptroller of Public Accounts' service contract fares based on the travel guidelines published on the TexTravel guide.

See the Rental Car Reservation business process guideline for more information.

University Guest Lodging Reservations

UTEP travel planners are encouraged to take advantage of the special rates provided via the Hilton Garden Inn Reservation Procedures for University guests staying in the El Paso/UTEP area.

See the Lodging Reservations business process guideline for more information on reservations for all other hotels.

Applicability

Applies to all University travelers which are not UTEP students or employees (contractor, speaker, prospective employee, etc).

Responsible Party

Comptroller
Handbook of Operating Procedures (HOP) Section 7 Chapter 6: Travel Policy

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