



MIDWESTERN STATE UNIVERSITY

Operating Policies & Procedures Manual

University Operating Policy/Procedure (“OP”)

OP 70.03: University Paid Expenses

Approval Authority:	President
Policy Type:	University Operating Policy and Procedure
Policy Owner:	Vice President for Administration and Finance
Responsible Office:	Business Office
Next Scheduled Review:	09/01/2028. This OP will be reviewed September every three years, or as needed, by the University’s Vice President for Administration and Finance with recommendations forwarded to the President as needed.

I. Purpose

The purpose of this OP is to set the policies and procedures governing the use of direct billing for airfare, hotel, and the direct bill option of rental vehicles for official business travel for employees of Midwestern State University (“MSU” or “University”), a component institution of the Texas Tech University (“TTU”) System.

II. Definitions

Refer to MSU OP 70.01: Travel Authority and Definitions for MSU, Section II.

III. Policy/Procedure

A. General

Direct billing is designed to assist employees with airfare, hotel, and/or rental vehicle charged directly to the university. direct billing may be used for the following purposes:

1. All employees and prospective employees can use direct billing for airfare through [Groopie](#). If airfare is purchased 30 or more days in advance of the travel date, the employee or travel agency may be reimbursed through the use of a purchase requisition or direct payment voucher with appropriate payment documentation attached. After the trip, the employee will note that airfare was paid in advance and not include the cost of the airfare when completing the Travel Voucher.

2. Employees who do not have a state travel card, can use direct billing for hotels and rental vehicles through Enterprise.
3. Students traveling with proper authorization may also use direct billing for airfare, hotels, and rental vehicles (see MSU OP 70.08: Student Travel for policies and procedures on student travel).

Direct billing must be for official University business only. The employee must contact the MSU Business Office for the payment process. If there are any personal related expenses or any other expenses that are noncompliant with the travel policies, then the traveler is responsible for repayment to the University for these charges.

Exceptions to this OP may be reviewed by the Business Office and then forwarded to the Vice President for Administration and Finance or assigned designee for approval.

B. Requesting Use of the BTA

The employee is responsible for following the below processes:

1. The employee or the accountable employee for the student travel must complete a *Request for Travel Authorization (RTA)* and obtain all required approvals prior to requesting a direct bill from the MSU Business Office.
2. The employee must make the hotel and/or the rental vehicle reservation(s) and attach the hotel reservation confirmation to the RTA.
3. The employee must make flight arrangements through Groopie to use the direct bill process then notify the Business Office.
4. The Business 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 Business Office to request assistance if a hotel refuses to process a prepayment.
5. If travel was made through direct billing, but the employee/student(s) can no longer travel, please notify the Business Office.

C. Reporting the Use of Direct Billing

The Business Office will receive invoices for all airfare charged to direct billing and the Enterprise direct bill; hotels paid using direct billing should be included on the traveler voucher, and notated that the expense was paid through direct billing.

IV. Related Statutes, Rules, Policies, Forms, and Websites

TTU System

TTU System [Regents' Rule 12.04](#)

MSU

MSU OP 70.01: Travel Authority and Definitions for MSU

MSU OP 70.02: Authorization for Official Travel

MSU OP 70.05: Reimbursement of Travel Expenses

MSU OP 70.07: International Travel

MSU OP 70.08: Student Travel

Expense Report Form

V. Responsible Office

Contact: Business Office
Phone: (940) 397-4104
Email: bus.office@msutexas.edu

VI. Revision History

_____ 2025: Approved and adopted by MSU President Stacia Haynie as Operating Policy/Procedure (“OP”) 70.03: University Paid Expenses.

Stacia Haynie, President
Midwestern State University

Date Signed: _____