MIDWESTERN STATE UNIVERSITY

Operating Policies & Procedures Manual

University Operating Policy/Procedure ("OP")
OP 70.06: Travel by Prospective Employee

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 of Midwestern State University ("MSU" or "University"), a component institution of the Texas Tech University ("TTU") System, is to set forth the policies and procedures governing the reimbursement of travel expenses incurred by prospective employees visiting MSU to be interviewed and evaluated for employment, whether hired or not.

II. Definitions

Prospective Employee – An individual being considered for employment by MSU, including employees at other state agencies being considered for employment by MSU.

III. Policy/Procedure

A. Reimbursement for Travel Expenses

1. The approval process for official travel for a prospective employee of MSU is activated by the submission of the Request for Travel Authorization ("RTA") form to the Business Office. The RTA form is available on the MSU Business Office webpage. The RTA must be completed and submitted for all official travel, regardless of the funding source and amount of travel.

2. Prospective state employees are to be reimbursed in the same manner as MSU employees, except that they may not receive a travel advance.

3. Airfare and hotel for a prospective employee may be requested with the Business Travel Account (BTA) as part of an online travel authorization.

4. Prospective employees are not exempt from state hotel occupancy taxes.

5. Prospective employees must follow the same travel guidelines as MSU employees, including the amount of travel allowances and submission of a travel expense log with the required documentation (See MSU OP 70.04: Reimbursement of Travel Expenses). This requirement also includes the guidelines on international travel to MSU by a candidate from a country outside the U.S. and its possessions, Canada, or Mexico.

6. Reimbursement for travel expenses will be mailed to the prospective employee's address after visiting MSU.

7. Prospective employees who are not requesting reimbursement for expenses will not be required to complete an RTA form. However, if a current employee is requesting reimbursement for meal expenses for a prospective employee, then the faculty/staff will submit a Direct Payment Request form indicating the purpose of the expense, the prospective employees name, job posting number and position name.

8. Travel expenses (airfare, lodging and meals) for spouses accompanying a prospective employee for positions of Vice President or President will be reimbursed with private funds.

IV. Related Statutes, Rules, Policies, and Resources

TTU System

TTU System *Regents' Rule* 07.09 (Travel authorization, reimbursement, and institutional regulations)
Link: Fly America Act Waiver Checklist

TTU System Regulation 07.16.4 (Foreign Adversaries - Gifts and Travel/Policy – Personal Travel)
Link: FOREIGN ADVERSARY NATIONS TRAVEL FORM

MSU

MSU OP 70.01: Travel Authority and Definitions
MSU OP 70.02: Authorization for Official Travel
MSU OP 70.03: University Paid Expenses
MSU OP 70.04: Reimbursement of Travel Expenses
MSU OP 70.07: International Travel
MSU OP 70.08: Use of the State Travel Card
MSU OP 70.09: Student Travel
MSU OP 70.09: International Travel Insurance Program

MSU Business Office webpage

V. Responsible Office

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

VI. Revision History

_ _/_ _ /2026: Adopted and approved as MSU OP 70.06: Travel by Prospective Employee by MSU President Stacia Haynie.

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Stacia Haynie, President
Midwestern State University

Date Signed: ____________________________

Angelo State University

OP 70.06 Travel by Prospective Employees

PURPOSE:

The purpose of this Operating Policy/Procedure (OP) is to set forth the policies and procedures governing the reimbursement of travel expenses of prospective employees.

REVIEW:

This OP will be reviewed October every five years, or as needed, by the purchasing and travel supervisor and the director of contracts and procurement with recommended revisions forwarded through the vice president for finance and administration to the president as needed.

POLICY/PROCEDURE

Definition and Scope

A prospective employee is an individual being considered for employment by Angelo State University (ASU). This includes employees at other state agencies being considered for employment at ASU. This policy governs the reimbursement of travel expenses incurred by the individual visiting ASU for the purpose of being interviewed and evaluated for employment.

Reimbursement for Travel Expenses

1. An Authorization Request for Payment of Travel Expenses for Prospective Employee form (Link) must be submitted for all prospective employees, except as noted in section 2.g.
2. Prospective state employees are to be reimbursed in the same manner as ASU employees, except that they may not receive a travel advance.
3. Airfare and hotel for a prospective employee may be requested with the Business Travel Account (BTA) as part of an online travel authorization.
4. Prospective employees are not exempt from state hotel occupancy taxes.
5. Prospective employees must follow the same travel guidelines as ASU employees, including the amount of travel allowances and submission of a travel expense log with the required documentation (See *Reimbursement of Travel Expenses, OP 70.04*). This requirement also includes the guidelines on international travel to ASU by a candidate from a country outside the U.S. and its possessions, Canada, or Mexico.
6. Reimbursement for travel expenses will be mailed to the prospective employee's address after visiting ASU.
7. Prospective employees who are not requesting reimbursement for expenses will not be required to complete a Prospective Employee Travel Authorization form. However, if a current employee is requesting reimbursement for meal expenses for a prospective employee, then the faculty/staff will submit a Direct Payment Request form indicating the purpose of the expense, the prospective employees name, job posting number and position name.
8. Travel expenses (airfare, lodging and meals) for spouses accompanying a prospective employee for positions of vice president or president will be reimbursed with private funds.

Link: Authorization Request for Payment of Travel Expenses for Prospective Employee

Training: Prospective Employee Reimbursement Process

Texas Tech University

OP 79.10: Travel by Prospective Employees

DATE: September 18, 2025

PURPOSE: The purpose of this Operating Policy/Procedure (OP) is to set forth the policies and procedures governing the reimbursement of travel expenses of prospective employees.

REVIEW: This OP will be reviewed every two years after publication by the Section Manager of Travel Services with substantive revisions forwarded through the Assistant Vice President and Chief Procurement Officer to the Senior Vice President for Administration & Finance and Chief Financial Officer.

POLICY/PROCEDURE

1. Definition and Scope

A prospective employee is an individual being considered for employment by Texas Tech University (TTU), including employees at other state agencies being considered by TTU.

This policy governs the reimbursement of travel expenses incurred by the individual visiting any TTU campus to be interviewed and evaluated for employment, whether hired or not.

2. Reimbursement for Travel Expenses

a. Prospective employees are to be reimbursed in the same manner as TTU employees, except that they may not receive a travel advance.

b. Appropriated funds may be used for prospective employee travel; however, the use of appropriated funds requires strict compliance with State of Texas travel policies. Travel is not allowed on HEF funds (funds starting with 13).

c. The use of TTU and State of Texas contracts is required to the extent feasible and practicable.

d. Airfare for a prospective employee may be requested with the Business Travel Account (BTA). Please refer to the Travel Guidelines for instructions. To the extent feasible, departments should book airfare on SWABIZ.

e. Prospective employees are not exempt from hotel occupancy taxes. All applicable taxes paid are reimbursable and should be entered when completing the final expense report.

f. Prospective employees will be expected to follow the same travel guidelines as TTU employees, including the travel allowance amounts (subject to the GSA rates) and submission of a final expense report with the required documentation (see OP 79.01, Travel Authority for Texas Tech University Faculty, Staff, and Students). This also includes the guidelines on international travel to TTU by a candidate from a country outside the U.S. and its possessions, Canada, or Mexico (see OP 79.05, International Travel).

g. Reimbursement for travel expenses will be submitted in Emburse Enterprise, formerly known as Chrome River, ***after*** the recruitment visit. All expenses, unless directly billed, will be on a reimbursement basis.

h. The TTU department inviting the prospective employee will submit a *New Vendor Form* for Vendor Services to create a record for travel reimbursement.

3. Travel Expenses for Spouse/Family

Travel expenses for the spouse and/or family of a prospective employee are allowed only on institutional funds (not on state-appropriated funds [funds starting with 11, 12, 13, or 14] and not on sponsored project funds [funds starting with 21, 22, and 23]) and should be submitted through TechBuy. House-hunting trips and other non-business-related expenses are taxable reimbursements. Refer to OP 72.10, Payments for Employee Moving Expenses, for additional information regarding moving expenses.

4. Lodging

A department may either reimburse the prospective employee (at the completion of their recruitment visit) or process a guest lodging purchase order through TechBuy to reserve and directly pay for individual hotel rooms with certain Lubbock/Amarillo area hotels for prospective employees. For more information, see the guest lodging guidelines.

Only official travel expenses may be direct billed. These expenses include lodging, all applicable taxes, food charges, Wi-Fi (when not complimentary), and local telephone calls for official business purposes. Long-distance telephone calls, charges for cell phone services/calls, and personal and entertainment expenses are not reimbursable for prospective employees. The prospective employee should be informed in advance to pay all non-reimbursable expenses upon checkout.