

GROUP TRAVEL

Group Travel is defined as two or more Baylor students, accompanied by a Baylor faculty or staff member(s), traveling to participate in University related classes, mission efforts, competitions, events, programs, or other initiatives. Departments typically know about an upcoming travel event months in advance. Travel arrangements should begin as soon as possible to ensure all aspects of the trip are processed in a timely manner.

- **Hotel Accommodations**

- **Direct Bill Credit Accounts**

- Credit accounts should be established with the hotel credit department and typically take 30 days to open.
 - Individual departments are responsible for making all arrangements with the hotel.
 - Credit applications received from the hotel should be completed and signed by the contact person in the department. Applications may request specific information addressed below:
 - Credit information – You may attach a copy of [Baylor's Credit Information](#) to the application.
 - Hotel references – You may include [Baylor's Hotel References](#).
 - Credit card information – Do not enter any credit card information on the application; this section of the application can be addressed by stating "Not Applicable".
 - Individual departments are responsible for entering a requisition (if \$5,000 or more) or voucher (if under \$5,000) to pay the invoice promptly after the event has occurred.
 - A copy of the contract, if applicable, and a listing of all travelers must accompany the requisition or voucher before processing.
 - Accounts Payable requires all documentation before processing for payment.

- **Pre-Payment by Check** (Only if requested by hotel.)

- Individual departments are responsible for making all arrangements with the hotel and requesting an invoice.
 - A requisition (if over \$5,000) or voucher (if under \$5,000) must be entered for the total invoice amount as requested by the hotel.
 - A copy of the contract, if applicable, and a listing of all travelers must accompany the requisition or voucher before processing.
 - Accounts Payable requires all documentation before processing for payment.

- **Travel Advance**

Advances may be obtained for group travel by means of a requisition in the name of a faculty/staff member. However, every effort should be made to arrange and pay lodging, airline, and other expenses by requisition and voucher to minimize the need for or amount of a travel advance. The requisition must include complete justification (who, what, when, and where), and the amount requested should be a reasonable estimate of anticipated expenditures. A list of travelers must be emailed to Procurement_Services@baylor.edu and Accounts_Payable@baylor.edu. If the requisition is \$25,000 or more, a list of travelers also must be emailed to Budget_Support@baylor.edu. Special handling must be documented in the comment section of the requisition.

Upon completion of a trip, advances must be substantiated as follows:

- Study Abroad Travel: [Expense Reports](#) and required supporting documentation must be submitted to StudyAbroadExpenseReport@baylor.edu within forty-five (45) days of trip's end date and any remaining funds deposited with the Cashier's Office within sixty (60) days of trip's end date. See [Center for Global Engagement](#) or their [Checklist](#).

All Other Travel: Approved [Expense Reports](#) and required supporting documentation must be submitted to Budget_Office@baylor.edu and any remaining funds deposited with the Cashier's Office within thirty (30) days of trip's end date.