

# BTE Procedures

The Business Travel Expense (BTE) account is used to pay for airfare for non-MSU individuals or MSU group travel (students or employees of MSU).

## **Non-MSU (participants, interview candidates, & student recruits)**

1. The department will contact Altour to obtain an airfare quote.
2. The following should be sent to [travelhelp@msstate.edu](mailto:travelhelp@msstate.edu):
  - a. BTE form (Forms tab)
  - b. MSU A-08 form (Forms tab)
  - c. Airfare quote
    - Note: Quoted amounts are time sensitive.
3. Travel Services will contact Altour to verify airfare ticket amount and authorize Altour to purchase.

## **MSU Group Travel**

1. The department will contact Altour to obtain an airfare quote.
2. The following should be sent to [travelhelp@msstate.edu](mailto:travelhelp@msstate.edu):
  - a. BTE form (Forms tab)
  - b. Copy of group leaders approved request in Concur
  - c. List of participating names and MSU ID numbers (9-digit numbers)
  - d. Airfare quote
    - Note: Quoted amounts are time sensitive.

BTE travel for consultants should include a copy of the signed contract from Contracts Administration.



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