

EBTA Procedures on Paper

The purpose of the Employee Business Travel Account (EBTA) on paper is to prepay airfare expenses for students (not within Concur) who book through Altour.

How to charge airfare to the EBTA:

1. Complete MSU A-03/A-04 and obtain proper approvals.
 - a. A-03: Complete Sections A-C on page 1
 - b. A-04: Complete pages 1-3 and obtain signatures through President's Office
2. Contact Altour during normal business hours to arrange airfare.
 - a. *The quote received is only valid for 24 hours.*
3. Contact Travel Services during normal business hours for an EBTA number. Travel Services will ask for the following:
 - a. TR#
 - b. Traveler's name
 - c. Traveler's MSU ID number (9-digit number)
 - d. Month of travel
 - e. Name of department contact & phone number
 - f. Amount of quote (including Altour fee)
4. Write the EBTA number at the top of the A-03/A-04.
 - a. Right for A-03
 - b. Left for A-04
5. The department contact should email Travel Services at travelhelp@msstate.edu the following:
 - a. MSU A-03/A-04 with EBTA number and appropriate signatures
 - b. Quote provided by Altour
6. The department contact should email Altour the MSU A-03/A-04 with EBTA number.

The amount of the ticket will be charged to the traveler's receivable account (like a cash advance). When completing the MSU A-03/MSU A-05 for reimbursement, the EBTA should be included in Section D, line 4 public carrier, and the Advance Received portion of the form. If there are any cash advances associated with the trip, the EBTA should be added to the travel advances.

- Example: Total voucher – Advance Received (EBTA and/or travel advance) = Net voucher (reimbursement)

Domestic travel is to be submitted to Travel Services no later than 5 business days into the month following the trip end date.

- Example: Trip ends March 25th, 2025. The MSU A-03 and supporting documentation are due to Travel Services by April 1st, 2025.

International travel is to be submitted to Travel Services no later than 45 business days after the trip ends.

- Example: Trip ends February 25th, 2025. The MSU A-04, A-05, and supporting documentation are due to Travel Services by April 29th, 2025.



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