

University of Houston – Clear Lake

Position Description

Job Title: **Travel Assistant**

Job Code: **5835**

Pay Grade: **120**

FSLA: **NE**

Location: **UHCL**

Retirement Program: **TRS**

QUALIFICATIONS

	REQUIRED	PREFERRED
Education	High school diploma or GED.	Associate's degree.
Experience	Three years of office experience in an accounting environment performing such duties as reconciling transactions on credit card statements or other duties requiring knowledge of accounting principles.	Experience in the travel industry and knowledge of university and state travel rules and regulations.
License/Certification		

This position may be security sensitive requiring a background check of the final candidate.

POSITION SUMMARY

This position consults and coordinates with faculty, staff, prospective employees, and guests regarding all aspects of University travel arrangements to include air, hotel, and car-rental; processes purchases orders in PeopleSoft; makes travel reservations and arrangements; issues airline tickets on web-based Sabre system and computes airline data in Access; provides information about UHCL and state travel policy; reviews receipts and documents concerning travel; prepares/audits reimbursement vouchers and handles data entry for payment processing; reconciles accounts; uses creativity and initiative to create new forms and databases or adapt existing forms and databases in MS Excel and MS Access. Other related duties as assigned.

Duties and responsibilities	% Time
Consult with faculty, staff, prospective employee candidates and guests regarding all aspects of upcoming trips and process Purchase Orders into PeopleSoft. Provide information to faculty and staff about University and State policy regarding travel.	60
Responsible for making all necessary travel reservations and arrangements-air, hotel, car rental-by using travel reservation software and entering all airline data into Access database for reconciling.	20
In consultation with University travelers, reviewing receipts and documents concerning travel. Prepare/audit reimbursement vouchers for travel expenses in accordance with all University rules and regulations and state rules and regulations. Entering vouchers into the Financial Accounting System for payment processing. Reconciliation of Centrally billed account (CBA) to University records, to Bank One billing and to travel agency billing. Reconciliation of open travel commitments.	20

This position description describes the general qualifications, duties and responsibilities of work being performed.