



**ADMINISTRATIVE  
POLICIES AND PROCEDURES MANUAL**

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SUBJECT

**TRAVEL**

SUB-TOPIC

**DESIGNATED HEADQUARTERS**

For purposes of calculating per diem only, the designated headquarters for a UTD employee assigned to the main campus is:

The University of Texas at Dallas  
2601 North Floyd Road  
Richardson, Texas 75080

which includes the area within the corporate city limits of Richardson if that employee maintains his/her official headquarters in Richardson. Therefore, the time of an employee's departure from, or return to, the city limits of Richardson are the relevant times to be used in computing per diem.

Employees of UTD assigned to locations other than within the corporate limits of Richardson will use the address they are assigned to as their designated headquarters prefixed by "The University of Texas at Dallas." Such detached "designated headquarters" includes the area within the city limits in which the employee maintains his/her official designated headquarters.