



SUB-TOPIC

TRANSPORTATION ALLOWANCE, Continued

Methods of Payment of Transportation Allowance

A. Use of Personal Funds

An employee must use personal funds to pay for public transportation, such as a bus or taxi, and be reimbursed for such personal expenditures upon submission of a Travel Voucher.

B. Use of Travel Agency

The following procedures for University travel are based upon contractual agreements with Carlson Wagonlit (see Exhibit B9):

1. All current regulations which govern the securing of prior approvals for University travel and the filing of University travel forms remain unchanged.
2. The University will obtain and provide to frequent University travelers (from a list of names approved by the Deans and Vice Presidents), a Bank of America Commercial Travel Charge Card, which can be used by the holder for normal travel expenses, such as hotels, car rentals, restaurants, and other miscellaneous travel expenses or airline tickets. **This card must only be used for official UTD business.**
3. Frequent or occasional **travelers will make all University travel arrangements with Carlson Wagonlit.*** When you advise the travel agency that you are a University employee traveling on University business, the airline ticket will be charged directly to the University. The travel agency will issue the airline ticket and direct bill the University. When the Travel Coordinator reviews the bill from the travel agency, the appropriate account as authorized on the approved travel authorization will be charged.

*Exceptions to this procedure must have prior approval of the Vice President for Business Affairs.