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**ADMINISTRATIVE  
POLICIES AND PROCEDURES MANUAL**

SUBJECT

**TRAVEL**

SUB-TOPIC

**PURPOSE AND SCOPE**

These travel procedures provide UTD personnel with a comprehensive source of information regarding travel policies and regulations. The intent is to permit an immediate reference to the Rules and Regulations governing travel and to assist individuals in the administrative procedures necessary to prepare for and complete an official trip.

The procedures are divided into two sections, the first being a detailed description of all travel rules and regulations, and the second consisting of examples of what an individual should do prior, during, and subsequent to a trip.

If there are any questions or suggestions concerning the contents of this Travel Guide, please feel free to contact the Travel Coordinator in Procurement Management (Extension 2607) or the Assistant Vice President for Procurement Management (Extension 2301).