

ADMINISTRATIVE  
POLICIES AND PROCEDURES MANUAL

SUBJECT

TRAVEL

SUB-TOPIC

**GENERAL POLICY**

Rules and Regulations covering travel and travel reimbursement from state and local funds are governed by the Travel Regulation Act, Texas Government Code ANN, 660.021 (V.T.C.S. 1994) provisions of the latest Appropriations Act, official interpretations of the Travel Act by the State Comptroller of Public Accounts (State of Texas Travel Allowance Guide) and the Regents Rules and Regulations. Provisions of the Travel Allowance Guide apply to all officers, heads of state agencies, state employees and prospective employees incurring expenses when requested to visit a state agency, department or institution of higher education for the purpose of being interviewed and evaluated for employment. Additionally, separate regulations may apply to contract, grant and trust fund accounts.

Travel for faculty and staff members of UTD may take place only after proper administrative approval has been obtained in accordance with the travel regulations set forth in this manual.

Trips requiring absence from classes and their duties are permitted to the extent they stimulate professional interest and provide information and ideas related to the betterment of the University and its contacts. However, trips will not be approved until arrangements have been made by the absenting employee, which ensure the adequate performance of his/her duties during the absence at no additional expense to the University. The delegation of duties should also assure the undisturbed continuance of related University operations.

For official University travel, U.T. Dallas has contracted with Navigant International to provide travel-related services for the University (See B2-210.6 and Exhibit B9). Personal travel arrangements may also be made through Navigant International. When making arrangements, inform Navigant International if the travel will be business or personal. Arrangements for personal air travel cannot use "state rates."

Requests for travel must be properly submitted via the Travel Authorization form (See Exhibit B1) in sufficient time to receive final approval prior to the commencement of travel. Similarly, reimbursement for travel expenses will be dependent upon the



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**GENERAL POLICY, Continued**

accuracy, completeness, and expediency with which travel vouchers are submitted at the conclusion of a trip.

It is the responsibility of every employee to ensure travel regulations are followed and that all information relevant to travel reimbursement is presented accurately and in a true manner.