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ADMINISTRATIVE  
POLICIES AND PROCEDURES MANUAL

SUBJECT

TRAVEL

SUB-TOPIC

**ABSENCE FROM USUAL AND REGULAR DUTIES**

**A. Allowable Purposes of Travel**

Travel authorization will be granted employees and prospective University employees when it is clear the purpose of travel is for official University business. Purposes which may be considered include:

1. Travel which benefits UTD such as,
  - a. Recruitment of staff and faculty, including travel of prospective University employees.
  - b. Recruitment of students within the State of Texas. (State funds cannot be used for travel related to recruitment of students outside the State of Texas.)
  - c. Representing UTD in the various professional organizations which are a fundamental part of higher education. (Attendance at and participation in meetings is not a sufficient "purpose" for travel. Benefit to the University, its employees, or its students must be derived.)
  - d. Serving various segments of society which have traditionally called upon higher education for such functions.
  - e. Gathering information to be disseminated to students and employees which may improve instructions, research or other official University functions.
  - f. Performance of other duties which are of benefit to UTD and are a part of the professional position held at UTD (enhancing the prestige of an employee is not acceptable justification for travel).
2. Formal presentation of original research by an employee before a regional, state, national or international learned society.

**B. Continuance of Duties**

Travel authorization will be granted for official University business only when:

1. Appropriate provisions have been made by the absenting employee to have his/her duties carried out for the duration of the absence,
2. This delegation will provide for the continuance of associated University operations, and
3. This delegation of duties will not cause additional expense to UTD.