



SUB-TOPIC

TRAVEL EXPENSE REIMBURSEMENT

Final reimbursement of travel expenses will be based upon the travel being:

1. Performed as official University business,
2. In compliance with regulations set forth by the State Comptroller,
3. In compliance with the Regents' Rules and Regulations and
4. In accordance with UTD policies set forth in this section.

Funds budgeted for travel may not be used for reimbursement of travel expenses incurred unless there is a statement on the Travel Voucher, submitted by the absented employee, which clearly identifies persons or places contacted and/or the nature of the official University business.

A. Reimbursement Authorization

The absented employee's department head or administrative supervisor must concur, by signature, on the voucher for the department, that travel expenses are accurate and honest.

Reimbursement for all travel expenses must be approved by the U.T. System Chancellor, or one of the following U.T. Dallas designated signatory authorities:

President

Provost and Executive Vice President for Academic Affairs

Vice President for Business Affairs

Vice President for Student Affairs, or

Assistant Vice President for Procurement Management (or his/her designee).

B. Overpayment of Travel Expenses

If an employee receives an overpayment for travel expenses, he/she is expected to immediately reimburse the University for the amount of overpayment through the UTD Procurement Management Office (see B2-130.0). It is the employee's sole responsibility to ensure that any over reimbursement is returned to UTD or the appropriate third party.

C. Double Travel Expense Payments

A state employee may be reimbursed for travel expenses from non-state agency sources and from the State of Texas so long as the total reimbursement from all sources is not greater than actual expenses.