



ADMINISTRATIVE
POLICIES AND PROCEDURES MANUAL

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REVISION
3

PAGE
B2-210.6.1

SUBJECT

TRAVEL

SUB-TOPIC

TRANSPORTATION ALLOWANCE, Continued

If there is not an approved travel authorization on file, then the appropriate Vice President or Dean will be responsible for prompt collection and return of the money to the UTD Travel Coordinator's Office for the airline ticket issued to one of their faculty or staff members.

State airfares must **not** be used for personal travel.

4. Bank of America Commercial Travel card holders must file a travel voucher through normal University procedures to obtain reimbursement for their travel expenses. No travel advances will be made to UTD Bank of America Commercial Travel card holders.
5. Travel advances are restricted and will be issued only under the following circumstances:
 - a) The travel must involve and overnight stay.
 - b) The amount of the cash advance must accurately reflect the anticipated expense based upon per diem rates only, and this amount must exceed \$95.
 - c) The Voucher/Promissory Note form (Exhibit B3) must be completed by the absent employee and submitted with the Travel Authorization Form (Exhibit B1). All Promissory Notes must have the approval of the Senior Vice President for Business Affairs.
 - d) Submission of a Travel Voucher for the associated trip must occur within 30 days of the date of completion of travel. **When the 30-day maximum is exceeded, no additional advances will be allowed (see B2-160.0).**
 - e) The traveler does not have a UTD issued Bank of America Commercial Travel Card.

NOTE: If you have any questions or problems with the travel agency, contact the UTD Travel Coordinator (Extension 2607) or Director of Procurement Management (Extension 2301).