



**ADMINISTRATIVE
POLICIES AND PROCEDURES MANUAL**

**DATE ISSUE
8/3/98**

**REVISION
4**

**PAGE
B2-240.0**

SUBJECT

TRAVEL

SUB-TOPIC

SPECIAL TRAVEL REGULATIONS FOR OTHER THAN GENERAL FUNDS

Provisions of the preceding general travel regulations apply to all UTD employees and all funds. However, if applicable, employees may travel under the auspices of contracts, gifts, grants, or designated funds, in which case they may elect to take advantage of the following exceptions:

A. Contracts

Travel allowances under research and other contracts, which are fully reimbursable, will be in accordance with the terms of the contract. However, if the contract does not specify travel allowances, then the general travel regulations will apply.

B. Gifts, Grants and Designated Funds

1. For grants from, or derived from, federal or state agencies, travel allowances will be those specified in the general travel regulations.
2. For all gifts, designated funds, and grants (other than those from, or derived from, federal or state agencies), travel allowances will be for actual expenses involving meals, lodging and airport parking fees **not to exceed rates specified in the general travel regulations per day**. This applies to both in-state and out-of-state travel. Lodging receipts must be submitted for reimbursement of claims. The transportation allowances will follow the provisions of the general travel regulations.

The provisions of B1 and B2 above are subject to the terms and conditions of the particular gift or grant involved, which may supersede the above provisions. When not prohibited by specific terms, employees may be reimbursed for required registration fees or similar expenses incurred while attending meetings of organizations or associations. Receipts for such expenses must be secured and attached to the Travel Voucher if reimbursement is expected.

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