



**ADMINISTRATIVE
POLICIES AND PROCEDURES MANUAL**

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8/3/98**

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SUBJECT

TRAVEL

SUB-TOPIC

PROSPECTIVE EMPLOYEES

In its search to fill administrative and professional and faculty posts with highly qualified personnel, the University may invite certain candidates for on-campus interviews. An individual who is requested to interview with a state agency for the purpose of being interviewed and evaluated for employment may be reimbursed for travel expenses. It is U.T. Dallas' policy that reimbursement for travel expenses for the spouse will be permitted only at the search levels for Deans or Vice Presidents. Reimbursement for other family members will not be allowed. In these instances, prospective employees are subject to the same travel policies which govern University employees and are required to complete a State of Texas Travel Voucher (Exhibit B2).

Prospective employees are reimbursed in the same manner as state employees except that they may not receive a travel advance. A prospective employee who has been accepted for employment may not be reimbursed for reporting to work.

A. Limitations

Prospective employees must report to the headquarters of the sponsoring agency.

B. Travel Arrangements

It is recommended that airline tickets required for prospective employees be secured at state contract rates through the University travel agency. A Travel Authorization form (Exhibit B1) must be completed. The Travel Authorization should be forwarded to the Travel Coordinator (AD34) showing the appropriate approvals and indicating the correct account number to be charged for the ticket. If the prospective employee purchases his/her own airline ticket, it will not be necessary to prepare a Travel Authorization.

If you use the University travel agency, the following methods can be used in forwarding the tickets:

1. The travel agency can have the airline ticket information sent to the point of departure and designated as "ticketless." The itinerary (hard copy) information will be delivered to the traveler prior to departure.



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PROSPECTIVE EMPLOYEES, Continued

2. The ticket can be forwarded to the prospective employee via Airborne Express by the travel agency at no cost to the University. The ticket cannot be restricted using this method unless the airline has placed restrictions on the ticket. If the prospective employee decides to cash in or alter the ticket, the department will be responsible for collection from the prospective employee.

C. Travel Reimbursement

Travel reimbursement for prospective employees is subject to the same policies that govern reimbursement for University employees. A Travel Voucher must be completed (Exhibit B2) with appropriate receipts; i.e., airline ticket, lodging, etc. If receipts are not available, the prospective employee must follow the same regulations which govern University employees (see B2-190.0).