Section 4 Fiscal Policies Subject 4.3 Travel-Related **Policy 4.3.1 Travel Policy**	04/30/01 - Originated 10/22/10 - Reviewed w/ changes - Reviewed w/o changes Finance, Accounts Payable - Author

Travel Policy

Policy

The University of Texas Medical Branch at Galveston ensures that its employees are reimbursed according to university and state travel guidelines. The university will not reimburse an employee for expenses incurred by or on behalf of other persons.

General Guidelines

Funding

State-appropriated general revenue funds, excluding tobacco and Advanced Technology Program (ATP)/Advanced Research Program (ARP) funds, may not be used for travel.

Prior Approval

Employee business travel must be approved in advance of incurring a travel expense, with documentation of such authorization to be maintained in departmental files. The travel authorization documentation is not required to be submitted with the PeopleSoft expense reimbursement request for in-state travel.

For all out-of-state and international travel, advance travel authorization documentation and associated travel receipts are required to be submitted to the Accounts Payable Expense Reimbursement department in order for reimbursement to occur.

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Foreign Travel

All foreign travel, must have prior written approval of the president or Executive Vice President of the respective department. Foreign travel by members of the Academic Enterprise is defined and governed by the UTMB Provost's Policy. A list of authorized approvers is available on the UTMB Travel intranet site.

It is strongly advised that UTMB employees and students not travel to areas designated as high risk by the United States State Department. State-appropriated general revenue funds of any kind may not be used by UTMB employees for travel to a foreign country other than Canada and Mexico. Foreign travel is an allowable charge for Advanced Technology Program (ATP)/Advanced Research Program (ARP) funds only if it is an integral part of the research and appears on the approved project budget.

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General Guidelines, continued

Travel to Washington, DC

All travel to Washington, D.C., that is paid for from state appropriated funds requires prior notification to the Office of State-Federal Relations (OSFR) if the purpose of the trip is to: 1) obtain or spend federal funds or 2) to impact federal policies. Prior notification is accomplished by completing the OSFR form.

Registration

The preferred method of payment of registration fees is directly to the vendor through a Non-PO voucher. An employee who elects to pre-pay a registration fee from personal funds may be reimbursed either prior to the trip or after the trip through Travel/Expense.

Travel Advances

Travel advances are an exception, but may be granted on a case-by-case basis.

Transportation Guidelines

Airfare

Texas Procurement and Support Services (TPASS) has established contract rates with airlines for the State of Texas. These contracted rates are for coach class and can only be obtained by using a departmental Central Billing Account. UTMB will not pay or reimburse an amount greater than these contracted rates unless the amount meets the exemption set forth by TPASS. Travelers are encouraged to acquire the lowest possible rate; however, these rates must be offered to the general public and cannot be offered only to UTMB employees. First-class and business-class airfares will not be paid or reimbursed unless deemed a medical necessity (as documented by a physician) or are for the only flight available (a statement from the travel agency is required documentation). Any other deviations from the stated exceptions require authorization from the appropriate Chief Financial Officer (CFO).

Rental Cars

UTMB does not have direct billing agreements with any rental car companies. UTMB has access to contract rates through TPASS. UTMB will reimburse only up to the stated contract rates unless an approved TPASS exception exists and is documented.

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Transportation Guidelines, continued

Mileage will be reimbursed at a specific rate per mile according to Texas state guidelines and can be reimbursed with one of three supporting documents: 1). actual vehicle odometer reading, 2). printed documentation from UTMB's officially adopted online mappingsystem (Mapquest), or 3). printed documentation from the State Comptroller's Texas Mileage Guide, which effective January 1, 2010 will no longer be available or maintained by the State Comptroller.

Gasoline charges are not reimbursable for a personally owned automobile. In no instance will the mileage reimbursement exceed the average coach airfare and other necessary expenses to complete a flight.

Meals

Meal expenses are reimbursable only when an overnight stay is involved. Per diem (unsubstantiated expense) for in-state travel is $36 per day, regardless of funding source. Per diem (unsubstantiated expense) for out-of-state travel is determined by utilizing the locality-based per diem rate for meals as provided in the Federal Government's Domestic Per Diem Rates guidelines.

The university, will however, reimburse actual expenses supported by original receipts up to a maximum of $100 per day for both in-state and out-of-state travel.

Consistency must be maintained throughout a given day. An employee may not mix requests for per diem (unsubstantiated expense) and actual expenses (supported by receipts) for the same calendar day. Either approach is acceptable, but whichever one is chosen must be utilized throughout the entire day.

Lodging

TPASS has established contract rates with hotels for discounted rates for state employees on travel while doing business for the State of Texas. In some cases, the contract rates may be higher than the allowed per diem rates. Check the state contract rates and the per diem rates for the location and compare to allowed limits for the funds being used. Hotel contracts do not exist for all locations.

ATP/ARP Funded Lodging – refer to the Government Services Administration (GSA)'s federal Domestic Maximum Per Diem Rate. If the city is not listed, but the county is listed, use the rate of the county. For areas not listed (city or county), the rates are $85.00 per day. www.gsa.gov

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Meals, continued

All Other Funds – Lodging rates may be determined by utilizing the locality-based rates as provided in the Federal Government's Domestic Per Diem Rates guidelines with a maximum of In-State/Out-of-State at $250 per day.

Meal and lodging rates may be exceeded with the Prior Written Approval Request form signed by the appropriate entity.

Incidentals

Incidental business expenses such as telephone, faxes, Internet access, etc., may be claimed under the 'Incidentals' expense type on the travel expense report.

Payment Procedure

Payment and reimbursement for travel is submitted into the online travel system.