



**Institutional Handbook of Operating Procedures
Policy 04.03.01**

Section: Fiscal Policies	Responsible Vice President: Executive Vice President of Business and Finance
Subject: Travel	Responsible Entity: Finance – Accounts Payable

I. Title

Travel Policy

II. Policy

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

III. General Guidelines

Business-related travel expenses will be reimbursed according to the following guidelines:

1. The purpose of the travel is for legitimate UTMB business and in accordance with the legal responsibilities of the University.
2. The business-related travel request is approved and authorized by the Department Management prior to the trip.
3. Travel is conducted in compliance with [Federal, State of Texas Travel Policy](#), and this UTMB travel policy as well as per [UTMB's Travel Program](#) and [Travel guidelines](#) or [Travel FAQ document](#).
4. Airfare, mileage, lodging, meals, and incidental expenses are reimbursable.
5. Department heads may adopt additional guidelines, including expense and reimbursement rates lower than those referenced herein, but must notify employees in writing prior to adoption.

IV. Receipt Requirements

In general, receipts are required for all expenditures. However, itemized receipts are not required for meals when the actual expense incurred does not exceed the locality based maximum rates approved by the Texas Comptroller of Public Accounts and published by the U.S. General Services Administration. The [list](#) provides *general* guidelines regarding receipts.

Lodging receipts are always required. Lodging receipts must show the name and address of the commercial lodging establishment, the name of the employee, a daily itemization of the lodging charges, and proof of payment. All rates must be at the single room rate.

Examples of reimbursable miscellaneous travel expenses can be found in the [UTMB Travel Guide](#).

Original itemized and paid receipts for miscellaneous expenses must be submitted with the PeopleSoft Expense reimbursement request. In UTMB's move to paperless processes, receipts are to be scanned to a PDF file and then attached to the PeopleSoft Expense reimbursement screen.

Examples of non-reimbursable, personal travel expenses:

- Alcoholic beverages
- Laundry
- Movies

- Cost of obtaining Traveler's Checks
- Babysitting/Kennel charges

Please review more detailed information regarding travel expenses in the [UTMB Travel Guide](#).

V. Responsibilities

Departmental Staff Responsibilities

Departments are responsible for informing their employees of UTMB and departmental travel policies and regulations, as well as the process for obtaining approval to travel domestically and internationally. The department's failure to inform employees does not excuse or justify the employee's failure to comply with all applicable policies or guidelines. All departmental support staff and approvers are responsible for being good stewards of UTMB's finances and resources. By submitting/approving a traveler's PeopleSoft Expense reimbursement, the submitters and approvers attest that their Traveler has obtained the best value airfare (if applicable) for the associated trip.

Employee Responsibilities

- Employees must seek advance approval to travel utilizing UTMB resources.
- Employees/Travelers are responsible for being good stewards of UTMB's finances by seeking best value for all travel expenses.
- Employees must submit documentation/receipts for travel expenses validating that the expenses were incurred while conducting official state business and must do so within 30 to 60 days maximum of the latter of: last day of travel, or date of most recent expenditure receipt (either travel or non-travel related) in order for UTMB Financial Statements to be current and accurate, and to also comply with IRS guidelines regarding acceptable time frames for submission of reimbursement requests. Per IRS guidelines, under certain circumstances late submission of expense reimbursement requests can be considered a taxable event.
- Employees may not seek reimbursement or payment of a travel expense that the employee knows or reasonably should know is not reimbursable or payable.
- Employees shall immediately reimburse the institution for any overpayment.
- Employees may not accept a reimbursement or cash advance for a travel expense from more than one source. An employee who anticipates receiving or actually receives a travel expense reimbursement or advance from a source other than UTMB may seek an advance or expense reimbursement from UTMB only for expenses incurred less reimbursement from other sources.
- Caution: Federal IRS guidelines indicate that when adding additional days for personal vacation to business-related travel, the business purpose must be clearly delineated and represent a significant event specifically related to your job responsibilities. Failure to meet this test could result in the denial of transportation and lodging expense reimbursement.
 - For example, a traveler going to New York for a ½ day conference who decides to stay the entire week for personal reasons will be reimbursed for the registration fees, but accommodations and travel expenses will not be reimbursed.

Erroneous Reimbursements

The possibility exists for an unallowable travel expense to be erroneously reimbursed. The payment of a reimbursement request containing an unallowable travel expense does not make future payments of like

expenses proper. The employee must promptly reimburse UTMB for any erroneously paid reimbursement request.

Audit of Reimbursements If during the audit process by Accounts Payable staff it is found that an employee has been over reimbursed, that employee is required to return the excess amount to UTMB (Texas Government Code 660.017).

Reward Programs

Customary rewards such as frequent flier miles or hotel rewards may be retained by the employee. Frequent flyer and bonus travel programs may not influence the traveler's flight selection or routing.

An employee cannot be reimbursed for travel if no expense has been incurred. Receiving free transportation or lodging in exchange for mileage, credit card, or other reward program points does not constitute an expense. An employee can be reimbursed for discounted travel only if money was paid directly to obtain the discount. If money is paid directly to obtain a discount, then reimbursement is limited to the lesser of the cost of obtaining the discount, the amount of the discount, or the maximum reimbursement allowed for that type of travel expense. See also Chapter 660 of Texas State Government code regarding reimbursement only for actual expenses incurred.

Spousal travel

Spousal travel is primarily limited to the Chief Administrative Officer in accordance with [UT System Policy UTS120](#).

VI. Funding

Conservation of Funds

The University of Texas Medical Branch shall operate in such a manner as to minimize the amount of travel expenses paid or reimbursed by the agency. The agency shall ensure that each travel arrangement is the most cost-effective considering all relevant circumstances. Departments may implement internal guidelines that are more restrictive than institutional guidelines.

UTMB operates an "accountable plan" consistent with IRS Guidelines. Travel limits, associated documentation including receipt requirements must be compliant with IRS established thresholds where applicable. UTMB provides a [list](#) of allowable travel expenses and associated documentation requirements and thresholds.

Department Funding Responsibilities

Department managers and their delegated Expense Module approvers have ultimate responsibility for all travel-related transactions booked on their financial statements and should ensure funds are being spent within university guidelines, and in the most cost-effective manner.

In addition to following IRS guidelines, UTMB travelers must also comply with funding rules and regulations. Below you will find the general restrictions and requirements of each particular fund. Please contact the [Finance-General Accounting](#) office if you have any particular questions or concerns prior to committing funds.

Educational & General Funds (E&G Funds 1XX, State-Appropriated Funds)

Educational & General funds may not be used for *domestic travel* with the exception of Advanced Technology Program (ATP) or Advanced Research Program (ARP) funds.

Educational & General funds of any kind may not be used for travel to an *international country* - including Canada and Mexico. Advanced Technology Program (ATP) or Advanced Research Program (ARP) funds may be used for international travel only if it is an integral part of the research and appears on the approved project budget.

Designated Funds (Funds 2XX)

Designated funds consist of many subsidiary funds. The subsidiary funds in which travel is allowable along with associated guidelines of each are listed below.

- **Service Department Funds (Fund 21X)** – Travel is allowed but must be directly beneficial to the service that is being provided to the campus community. An example of this would be training required to operate a particular piece of equipment used in the delivery of a particular good or service.
- **MSRDP or Practice Plan Funds (Fund 22X)** – travel is allowed on these funds consistent with the [MSRDP Bylaws](#).
- **Tobacco Funds (Fund 238)** – Travel is allowable on these funds, but is subject to the State of Texas Locality based [per-diem limits](#). Travel must also comply with the annual approved budget as submitted to UTMB Budget Office and the LBB.
- **Other Designated Funds (23X)** – Travel is allowable on these funds with no specific restrictions outside of normal institutional policy.
- **TDCJ Hospital Funds (Fund 240)** - Travel is allowable on these funds but is subject to the State of Texas Locality based [per-diem limits](#).
- **Correctional Managed Care Funds (Funds 25X)** – Travel is allowable on these funds but is subject to the State of Texas Locality based [per-diem limits](#).
- **Quasi Endowment Operating Funds (Funds 26X)** – Travel which is consistent with and in compliance with the guidelines set when the quasi endowment was established is allowable.

Restricted Funds (Fund 4XX)

Restricted funds consist of many subsidiary funds. The subsidiary funds in which travel is allowable along with associated guidelines of each are listed below. As a general rule, compliance with all restrictions is required if explicit in the agreement. If the agreement is silent regarding allowable travel and reimbursement rates, then the UTMB travel guidelines are applicable. In no case should such costs exceed charges normally allowed by the institution.

- **Federal Funds (41X)** may be used for travel expenses. Travel must be in compliance with grant requirements. Such costs shall not exceed charges normally allowed by the institution. 2 CFR200 and NIH Grants Policy Statement prohibit tips or gratuities from being paid from federal funds. Please pay close attention to the Fly America Act requirements if traveling on federal funds. This information can be found on the [GSA website](#).
- **State Restricted (Fund 42X)** may be used for travel expenses. Travel must be in compliance with contract requirements. Such costs shall not exceed charges normally allowed by the institution.

- **Local Restricted Contract (Fund 43X)** may be used for travel expenses. Travel must be in compliance with contract requirements. Such costs shall not exceed charges normally allowed by the institution.
- **Private Restricted (Fund 44X)** may be used for travel expenses. Travel must be in compliance with grant/gift requirements as established by the grantor or donor agreement. Such costs shall not exceed those normally allowed by the institution.
- **Restricted Endowment Operating (45X)** may be used for travel expenses. Travel must be in compliance with gift requirements as established by the donor agreement. Such costs shall not exceed charges normally allowed by the institution.

VII. Approval

Prior Approval Required

All employee business travel must be approved prior to the departure date, including in-state, out-of-state, and international travel. Methods of approval differ between domestic travel and international travel. See more information below.

Domestic Travel Approval: In-State and Out-of-State

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.

Advance authorization for travel must be obtained by the employee. A travel authorization may be created and approved online within the PeopleSoft expense module prior to the departure date.

- The PeopleSoft-assigned Travel Authorization number will be needed in order to create the subsequent PeopleSoft Expense Reimbursement request.
- Absent an online PeopleSoft Travel Authorization, the employee must submit a signed paper-based authorization form at the time reimbursement is requested.

Special Note: Washington, D.C. Travel

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](#).

International Travel Approval

All international travel (travel outside of the 50 United States) must be processed and approved through the International Travel Request process that is administered through the Office of the Provost. All U.S. Territories, Associated States Canada and Mexico are considered foreign travel. The International Travel Request process is available on the UTMB Office of the [Provost Website](#).

An International Travel RA# (Request for Authorized Travel) is required to book travel through the one UT-System/UTMB approved contract Travel Agency (see below).

It is strongly advised that UTMB employees and students not travel to areas designated as [high risk](#) by the United States Department of State. If a request to travel to an area(s) designated as high risk is submitted, additional documentation will be required.

Export Controls: Travel to certain countries such as Iran, Syria and others must be coordinated with UTMB's Export Control Officer.

Prior to traveling abroad, a traveler must check with UTMB's Export Control Office as a country's status may change. Furthermore, any UTMB traveler taking UTMB materials, equipment or technology to any foreign destination must obtain a license from the pertinent governmental agency. This can be coordinated through UTMB's [Export Control Officer](#) as well.

Travel expenses must be [converted](#) to U.S. dollars. The reimbursement request must specify the exchange rate used.

VIII. Travel Advances

Travel cash advances are available to UTMB employees only.

Advances are an exception, but may be granted on a case-by-case basis in accordance with UTMB policy. Required supporting documentation consists of a completed and approved [Request For Cash Advance](#) form and a print-out of the travel authorization form.

Request for advance. The request for a cash advance must be submitted to Accounts Payable within 60 days of the departure date for travel with an overnight stay to provide ample time for processing of the advance. Advances can be requested for lodging, meals, and rental cars at a maximum of 90% of the estimated total. Travel cash advances will not be approved for:

- Airfare – employees may use the departmental Central Billing Account.
- Travel with no overnight stay – reimbursement is limited to mileage.
- Non-employees.

Reimbursing UTMB for an advance. An expense report must be submitted within 60 days of the trip completion date with the cash advance applied against the expense report so that timely reimbursement may occur as well as appropriate posting of financial transactions to UTMB's general ledger. If the total of all submitted expenses is less than the amount of the cash advance, the employee owes UTMB for the difference. In these cases, the employee should attach a check for the amount of the difference to the Expense Reimbursement request.

Note: An employee who receives a travel cash advance is in possession of state property until paid back, and is subject to the Texas Ethics Commission Ruling § 39.02 as well as State Government Code 660.017. See helpful links at bottom of this document. Any Cash Travel Advance that remains outstanding 60 days or more after the dates of travel may be deducted from the employee's paycheck.

Subsequent requests for advances will not be approved until the prior advance has been cleared, unless travel has not yet occurred related to the first advance.

IX. Transportation

Travel by Commercial Airline

Travelers should attempt to utilize transportation methods that minimize cost to the University while still satisfying the departmental business needs. In some cases it may be less costly to rent a car than to purchase airfare. In other cases it may be less costly to purchase airfare than to drive a personal vehicle. Travelers are encouraged to perform an analysis of transportation costs prior to embarking on their trip. All travelers will attest via their PeopleSoft Expense reimbursement submission after their trip that they have obtained the reservation that provides the best value to UTMB.

Nonbusiness Travel. Contract airfares may not be used for leisure, personal, or nonbusiness travel.

Non-Employees. UTMB contract airfares are available for use when non-employees travel on behalf of the University and when travel is paid by UTMB.

- When a prospective employee is requested to travel for an employment interview, the individual may be reimbursed for travel expenses in the same manner as a UTMB employee. Prospective employees are not exempt from hotel occupancy taxes and may be reimbursed for those taxes. These individuals must be reimbursed via the Accounts Payable Non-Purchase Order module voucher and must be listed as a vendor in the UTMB vendor database table.
- State-contracted airfares are not available to independent contractors or consultants working for UTMB.

Airfare Reservations. Airfare may be reserved via Low-fee or no-fee self-service online systems or contracted full service travel agencies (slightly higher-fee).

Self-service online reservations:

Concur-CTP online reservation system
SWABIZ

Full-service agencies:

[Anthony Travel](#)
[Marchi Travel](#)
[Travel Counselors](#)

On-line reservation systems explained:

UTMB's Concur online reservation system is available to all UTMB employees for booking Air, Hotel and Rental Cars for business-related travel. Concur is accessed via the UTMB [Travel Intranet Site](#). The Concur reservation system is managed by Corporate Travel Planners (CTP) under the University of Texas System contract, and travel content (domestic & international air, car and hotel) is delivered in a user friendly format. This system is ideal for both domestic and simple (one destination) international travel reservations. Also available through Concur are reservations for Southwest Airlines, although travelers cannot access the complimentary SWABIZ system through this tool.

SWABIZ – Southwest Airline's no-fee online system for business related bookings. UTMB has negotiated discounts on reservations made through the [SWABIZ.com](#) online system. This system is NOT the same as reserving through Southwest.com. The UTMB departmental Central Billing Account (CBA) credit card must be used to book flights through SWABIZ.

Note: The travel agencies will require the UTMB RA# associated with International Travel in order to start the reservation process.

The maximum reimbursement for airfare is limited to coach fare with only one exception as follows: First-class and business-class airfares will be considered for payment or reimbursement only if deemed a medical necessity (as documented in writing by a physician), or if the flight taken was the only flight available (a statement from the travel agency is required). Any other deviations from the stated exceptions for first-class and business-class require authorization from the UTMB Chief Business Officer.

Cancellation or Ticket Change Fees. A cancellation or change fee is reimbursable only if the charge is incurred for a business related reason, personal emergency, illness, adverse weather conditions, or a natural disaster and is approved by the appropriate Department Head.

Rental Cars

As a participant in the UT-System Travel Program, UTMB has entered into negotiated contracts with the rental car agencies listed below. Rental cars may be reserved through any of the three approved travel agencies or directly with the rental car agency.

Mandatory Use of UTMB Contracts. Employees must secure car rentals through UTMB contract vendors to ensure that rental rates include insurance coverage. If all five UTMB contract vendors are unable to provide the car type needed for the location and dates required for travel, alternate services may be secured. Collision/loss damage waiver is a reimbursable expense only when a rental car agency that is not a UTMB contract vendor is used. Applicable documentation must be provided with the reimbursement expense.

To receive the contracted rate and insurance coverage, the traveler must be identified as traveling on official UTMB business and **must provide the rental agency** with the appropriate **UTMB discount code** at the time of reservation.

Rental car insurance: Please note that the negotiated UTMB discount code rate structure with these approved agencies include appropriate insurance coverage(s) at no additional cost. Travelers who do not utilize the UTMB contracted agencies **and** the UTMB discount codes, are placing themselves at financial risk if accidents occur while driving the rental vehicle. It is highly advisable for travelers to purchase separate rental insurance when not using UTMB's discount codes with contracted agencies. UTMB reserves the right to refuse reimbursement for such purchased insurance coverage since UTMB's contracted agencies provide that protection as a part of their rental rate.

The [UTMB Travel Program](#) contains car rental discount codes. See links below to more information regarding approved Rental Car agencies.

[Avis Car Rental](#)
[Budget Car Rental](#)
[Enterprise Rent-A-Car](#)
[Hertz Rent-a-Car](#)
[National Car Rental](#)

If all contract vendors are unable to provide the car type needed for the location and dates required for travel, alternate services may be secured. Collision/loss damage waiver is a reimbursable expense only

when a rental car agency that is not a contract vendor is used. Applicable documentation must be provided with the reimbursement expense.

Only actual rental cost may be reimbursed. This includes Texas and other state sales tax, gasoline, parking fees, and toll charges.

Business and Personal Use. When an employee uses a rental vehicle for both personal reasons and UT System Administration business, only the portion attributable to UT System Administration business may be reimbursed.

Additional Charges. Charges for liability insurance supplements, personal accident insurance, roadside assistance fees, personal effects insurance, GPS, frequent flyer credit, and satellite radio options are not reimbursable. Non-business essential charges and services may not be reimbursed.

Coordination of Transportation. When two or more employees are traveling to the same destination, the employees are encouraged to coordinate their travel to reduce overall costs of travel unless coordination is not feasible for business reasons.

Travelers are highly encouraged to perform a cost comparison between rental car and mileage for use of personal vehicle to determine the most cost-effective method of transportation. An easy to use tool is available on the [UTMB Travel Intranet Site](#).

Travel by Mass Transit, Taxi, Ride Sharing, or Limousine. Cost efficient use of bus, rail, taxi, and ride sharing (such as Uber and Lyft) is permitted and reimbursable. The cost of limousine transportation may be reimbursed only if it is the lowest cost transportation available.

Mileage Reimbursement

An employee may be reimbursed for mileage when using their personal vehicle for a business purpose for more than a nominal amount. The traveler's department head is authorized to determine what constitutes a nominal amount. Reimbursement is not provided for travel expenses between a personal residence and the place of employment.

The mileage reimbursement rate for use of a personal vehicle on a UTMB business trip is determined by the Internal Revenue Service (IRS). The State of Texas Comptroller's Office will adopt either the IRS rate or a lower rate and communicate that ruling to all state agencies. UTMB in turn, may adopt the Comptroller's rate or a lower rate for all UTMB employees. UTMB cannot exceed the rate adopted by the State Comptroller's office. UTMB's internal Travel website lists the current rate in effect. The annual changes to the approved rate is communicated via the UTMB online Daily Announcement page and subsequently updated on the UTMB [Travel Intranet Site](#).

Mileage can be reimbursed with supporting documentation from one of the following methods:

- 1) actual (documented) vehicle odometer readings – start to finish, or,
- 2) print-out from [MapQuest.com](#), UTMB's officially adopted on-line mapping system

Mileage between a personal residence and the place of employment for a daily commute is not allowed. Additionally, gasoline charges are not reimbursable for a personally owned vehicle. In no instance will the mileage reimbursement exceed the average economy airfare and other necessary expenses to complete a flight. Reimbursement requests should be "net" of an individual's normal daily commute to their place of employment.

To and From the Airport. An employee may be reimbursed for mileage to and from the airport from either the traveler's residence or the traveler's place of employment, regardless of the time of day travel occurs.

X. Parking

Valet Parking. Itemized charges for valet parking may be reimbursed if the traveler is staying at the lodging establishment or attending a conference at the establishment; otherwise, the expense is considered personal and is non-reimbursable.

Other parking fees incurred away from the place of employment while transacting UTMB business may be reimbursed and must be listed separately on the reimbursement request. Texas Procurement and Support Services (TPASS) has established [contract rates](#) with hotels for discounted rates for state employees on travel while conducting State business. Travelers are encouraged to use the contracted rates where applicable and practicable.

XI. Lodging

Check the state contracted rates and the per diem rates for the location and compare for best rates. Hotel contracts do not exist for all locations. Lodging per diem rates may be determined by using the locality-based rates as provided in the [U.S. General Services Administration](#) guidelines with a maximum of in-state and out-of-state at \$350 per day. Rates may exceed \$350 per day when the traveler is staying at the conference hotel.

For international travel, per diem lodging (and meal) rates are determined by the [U.S. Department of State](#).

Employees traveling within the state of Texas must present a [Texas Hotel Occupancy Tax Exemption Certificate](#) upon check-in to prevent being charged state occupancy tax. Employees who fail to present the tax exemption certificate and are charged Texas State occupancy tax will not be reimbursed.

Lodging rates may be exceeded with the prior approval of the President and / or appointed designees.

XII. Meals

Meal expenses are reimbursable only when an overnight stay is involved. Alcoholic beverages are not reimbursable to employees. Per diem (unsubstantiated expense) for all travel is determined by using the locality based per diem rate for meals as provided in the Federal Government's Domestic Per Diem Rates guidelines. See the [U.S. General Services Administration](#) internet site for details.

Please note in the GSA site that meal per diems for the first and last day of travel will be calculated, and paid, at a maximum of 75% of the GSA locality based approved daily amount.

The university will reimburse actual meal expenses when supported by original receipts up to a per-day maximum of \$100 for either in-state or out-of-state travel.

Consistency in meal reimbursement requests 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 used throughout the entire day.

When attending a business related conference/meeting/event where meals are provided by the event, UTMB's expectation is that the traveler takes full advantage of the sponsor-provided meal(s).

- If an event sponsor or host provides a meal(s) as a part of the event, the traveler will not be reimbursed for that same meal by either per diem or submission of actual meal receipts – the assumption being that the meal(s) has been paid for by UTMB as a part of the registration for the event.
- Departmental expense approvers hold responsibility for enforcement of this policy prior to approving the online expense reimbursement within PeopleSoft. Supporting documentation for travel to these events should include clear and concise information regarding meals provided (or not) by the event sponsor/host. Examples of such documentation includes agendas and or brochures.

Business entertainment is defined as one individual seeking reimbursement for the cost of business-related meals with either employee or non-employee attendee(s). Such meal costs are reimbursable at the rates outlined in the [allowable expenses matrix](#). Business entertainment is governed by [IHOP - 04.04.02 – Official Function Expenditures](#).

The most restrictive guidelines, based on the source of funds used will be applied in determining the reimbursement amount. Meal rates may be exceeded only with written approval of the President and/or appointed designees.

XIII. Registration

The preferred method of payment of registration fees is to process a payment directly to the vendor through a UTMB Procurement Card or a PeopleSoft Non-Purchase Order voucher. Other methods of payment may include use of an employee's personal funds. An employee who elects to pre-pay a registration fee from personal funds may be reimbursed through the PeopleSoft expense module either prior to or after the trip.

XIV. Other Expenses

Incidental expenses directly related to the travel event may be reimbursed. These items must be coded appropriately within the PeopleSoft expense report, and receipts may be required. Examples of these types of expenses include books purchased for a seminar, charges to exchange foreign currency, copying charges, fax charges, internet business usage, business phone calls, inoculations, notary fees, parking, postage, or toll-road charges.

XV. Exceptions

Exceptions to this travel policy may be approved when necessary to meet special circumstances or when in the best interest of UTMB. Requests for exceptions must be documented, explained by the traveler, and jointly approved in advance by the Department Head and Director of Accounts Payable/Expense. Exceptions may also be subject to review by the appropriate Vice President and/or EVP Chief Business Officer.

XVI. Relevant Federal and State Statutes

Texas Ethics Commission Ruling:

[Section 39.02 of the Texas Penal Code](#); Abuse of Official Capacity. A public servant commits an offense if, with intent to obtain a benefit or with intent to harm or defraud another, he intentionally or knowingly misuses government property, services, personnel, or any other thing of value belonging to the government that has come into the public servant's custody or possession by virtue of the public servant's office or employment.

Texas Government Code 660.017:

EXCESS REIMBURSEMENTS. A state employee who receives a reimbursement for a travel expense that exceeds the amount the employee may receive under this chapter or the travel provisions of the General Appropriations Act shall immediately return the amount of the excess.

XVII. Additional Resources and References

Resources available to travelers and travel support personnel can be found on the UTMB Travel [intranet site](#). International Travel UTMB [intranet site](#). Some of those resources include Frequently Asked Questions ([FAQ](#)), [receipt requirements](#), [Travel Coordinator check lists](#), [Traveler Checklist](#), and detailed [Travel Guidelines](#).

XVIII. Dates and Approved or Amended

<i>Originated: 04/30/2001</i>	
<i>Reviewed with Changes</i>	<i>Reviewed without Changes</i>
10/22/2010	06/28/2016
04/05/2017	

XIX. Contact Information

Finance

Accounts Payable – Travel/Expense Reimbursement

(409) 747-7259