

## **Texas Woman's University Regent Policy**

**Regent Policy Name: Travel Policy**

**Regent Policy Number: Regent Policy: B.20090**

### **POLICY STATEMENT**

Texas Woman's University ("TWU") strives to promote the safety of its travelers and the stewardship of University funds when traveling for University business, activities, or events. Accordingly, this policy authorizes TWU to adopt policies and procedures designed to encourage safe and fiscally responsible behavior while participating in off-campus activities.

### **APPLICABILITY**

This policy is applicable to TWU Faculty, Staff, Students, and University Affiliates.

### **DEFINITIONS**

1. "Faculty" means an individual who is employed by TWU as a member of the faculty and whose duties include teaching, research, service, and administration. Professional librarians and graduate assistant titles are excluded from the definition of faculty.
2. "International Travel" means any travel to, in, or from a destination that is not in the United States, including U.S. territories, Canada, and Mexico.
3. "Staff" means each classified, administrative, and professional employee who is appointed to work in an a regular full time or regular part time position, excluding students employed in positions for which student status is required as a condition of employment and those employees holding teaching and/or research positions classified as faculty.
4. "Student" means a person taking courses at TWU, a person who is not currently enrolled in courses but who has a continuing academic relationship with TWU, and a person who has been admitted or readmitted to TWU.
5. "University Affiliate" means any individual associated with TWU in a capacity other than as a Student or Employee who has access to TWU resources through a contractual arrangement or other association. For the purposes of this policy, this includes but is not limited to prospective employees, spouses or dependents of

traveling employees, and other guests who are traveling on any TWU-sponsored, administered, or related activity regardless of whether University funds are used.

## **POLICY**

### **I. Authorization for International Travel**

Authorization for International Travel. Per state law, travelers must have prior authorization in writing for international travel for official business. Requests for authorization for international travel shall be transmitted through proper administrative channels to the Chancellor and President for advance written approval.

### **II. University Regulations and Procedures – Travel**

Adoption of Regulations and Procedures. TWU shall adopt University Regulations and Procedures concerning authorization, administration, and reimbursement of travel consistent with state and federal law, including Texas Government Code Chapter 660, Texas Administrative Code 34, and the Texas Travel Allowance Guide (“TexTravel”).

## **REVIEW**

This policy will remain in effect and published until it is reviewed, updated, or archived. This policy is to be reviewed once every six years. Interim review may be required as a result of updates to federal and state law or regulations, or internal processes or procedures.

## **REFERENCES**

[Texas Government Code Chapter 660](#)

[Texas Administrative Code, Title 34, Part 1, Chapter 5, Subchapter C, Section 5.22.](#)

[Texas Travel Allowance Guide \(TexTravel\)](#)

[Regent Policy G.70000: Student Travel Policy](#)

## **FORMS AND TOOLS**

None

**Adopted: August 12, 2022**

**Revised: (Month Day, Year)**