



6.2.1 Travel Policy Sources

Chapter 6 - Fiscal	Original Effective Date: May 2000
Section: 6.2 Travel Policies and Procedures	Date Last Reviewed: July 2018
Responsible Entity: Assistant Vice President for Business Affairs	Date Last Revised: July 2018

I. Purpose

This policy establishes the authority source and travel program requirements of all travel reimbursed by UT Health San Antonio.

II. Scope

This policy applies to faculty, staff, students, interns, residents, prospective employees, employees of other state agencies, and official visitors of UT Health San Antonio.

III. Policy

A. Overview

As an agency of the State of Texas and as a component of The University of Texas System, UT Health San Antonio (UTHSA) must abide by state and The University of Texas System travel rules and regulations. UTHSA travel (including that of faculty, staff, students, interns, residents, prospective employees, employees of other state agencies, and official visitors) is governed by State of Texas laws and rules, Regents' Rules and Regulations, The University of Texas System policies, policies of grantors and donors, and/or policies of UTHSA.

B. The University of Texas System

The University of Texas System administration has established requirements for travel programs at all University of Texas institutions. On this campus, these requirements apply to all travel reimbursed by the University without regard to source of funds.

1. All airline tickets for travel reimbursed by UTHSA are to be written by travel agencies under contract to UTHSA; referral ticketing (e.g., a ticket booked directly with an airline, but issued by a contract agency) is included. For exceptions to this rule, refer to the Institutional Handbook of Operating Policies (IHOP) Policy [6.2.5 UT Contracted Travel Agency Use](#).

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2. Airline tickets are to be purchased with a state-issued travel credit card or central bill account.
3. In all reasonable circumstances, lodging and rental car reservations should be made through the contracted agencies.
4. UT System Policy Library item [UTS 191](#) governs allowed travel expenses for the university President.

C. Conservation of Funds

UTHSA employee travel must be planned and carried out to achieve maximum economy and efficiency within the guidelines set forth in the Institutional Handbook of Operating Policies travel policies.

All travel expenses must be reasonable, appropriately documented, properly authorized, and made within the guidelines of the IHOP travel policies.

Documentation of justification and purpose for exceeding this guidance will be required.

D. State Comptroller's Office

In addition to The University of Texas System requirements, UTHSA is subject to purchase and reimbursement limits of the Comptroller of Public Accounts (CPA) to ensure state agency and UTHSA compliance. Use of noncontract vendors and rates must be documented on travel reimbursement documents. Standard exceptions for non-use have been noted in IHOP Policy [6.2.5 UT Contracted Travel Agency Use](#) or identified by the Comptroller and have been incorporated into UTHSA [State of Texas Travel Contractor Usage Statement](#).

IV. Definitions

There are no defined terms used in this Policy.

V. Related References

There are no related documents associated with this Policy.

VI. Review and Approval History

- A. The approving authority of this policy is the University Executive Committee.
- B. The review frequency cycle is set for three years following the last review date, a time period that is not mandated by regulatory, accreditation, or other authority.

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Effective Date	Action Taken	Approved By	Date Approved
05/2000	Policy Origination	Executive Committee	05/2000
07/2018	Policy Review	Executive Committee	07/2018