



6.2.10 Authorization to Travel for Consultants and for Services Performed by Persons Other Than Employees

Chapter 6 - Fiscal	Original Effective Date: May 2000
Section: 6.2 Travel Policies and Procedures	Date Last Reviewed: May 2017
Responsible Entity: Assistant Vice President for Business Affairs	Date Last Revised: May 2017

I. Purpose

To establish the guidelines and requirements for authorization to travel for UT Health San Antonio for consultants and for services performed by persons other than employees.

II. Scope

This policy applies to prospective employees, employees of other State of Texas agencies, and other official travelers requesting authorization to travel for UT Health San Antonio.

III. Policy

In order to have travel approved for prospective employees, employees of other State of Texas agencies, and other official travelers, an electronic Prior Approval (payments request form for approval of payments to consultants or for services performed by persons other than employees) must be completed. Effective January 2016, the Prior approval should be completed electronically using Business Affairs eForms at the following website:

http://hscshare.uthscsa.edu/site/financials/BAO_eForms/SitePages/Prior_Approval.aspx.

For useful information, training, and related links for the electronic Prior Approval, refer to Business Affairs Bulletin 02-2016: Business Affairs eForms-Prior Approval.

A. Documentation Required

Allow three working days prior to the beginning dates of service for processing. The following items on the [Prior Approval](#) form must be completed:

1. Citizenship Country: Indicate the country of citizenship of the Payee. If the Payee is a U.S. citizen or Green Card holder, also known as a Lawful Permanent Resident, indicate 'United States'. Contact Office of International Services for information on immigration and Federal income tax matters.

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2. Former UT Health San Antonio (UTHSA) Employee--Yes/No: If yes, and paying from State funds, payment may not be made to an individual who was employed by the University during the 12 months prior to date service rendered.
3. Is This Payee Related by Blood or Marriage to a Regent, Official, or Employee of The University of Texas System--Yes/No: If yes, give name and relationship.
4. Name: Name of person.
5. DOB: Date of birth of individual (required for sanction checks). Do NOT include the date of birth of visitors who are candidates for UTHSA employment.
6. Address: Home address of payee.
7. Permanent Mailing Address for Purpose of Mailing Internal Revenue Service (IRS) 1099 or IRS 1042S Information Return: Permanent address of payee if different from address already given above.
8. Title and Qualifications of Payee--List title and qualifications: "N/A" is not acceptable.
9. Employer and Address: Name and address of the payee's employer. If self-employed, note this and include address.
10. Dates of Service: Beginning and ending dates of service.
11. Department Requesting Service: Name of Department.
12. Prepared By: Name of person preparing form.
13. Responsible Faculty/Staff Member: Name and phone number of responsible faculty/staff member.
14. Phone No.: Phone number of preparer.
15. Source of Funds (Project ID Number): Must be valid for time of dates of service above.
16. If Grant or Contract Has Certification Been Complied With? Yes or No: If yes, include statement on voucher. Only applicable if paying from grant accounts.
17. Complete Fee Section for Consultant or Personal Service Fee, Transportation, Meals, and Lodging, etc.: If the actual amount exceeds the line estimate by more than 20%, a revised [Prior Approval](#) form reflecting the increase must be submitted with the voucher.
18. Complete Description of Work to Be Performed: Detailed description of consultation area or service.
19. Business Travel Account (BTA) If Applicable: Indicate if air travel is involved and if department wishes to prepay the airline ticket charges. See Section 6.2.13, of the Handbook of Operating Procedures (HOP), "Purchase of Airline Tickets for Official Visitors", for detailed information.

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20. If the payee will be paid for consulting, professional, or other services, complete the [Employee/Independent Contractor Classification Checklist](#).

B. Approvals Required

The completed [Prior Approval](#) is routed electronically for approval, first to an approver for the project ID, and then to the department head or his or her designee.

Once both approvals are given, the [Prior Approval](#) is routed electronically to Business Affairs for sanction check and final approval.

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.

Effective Date	Action Taken	Approved By	Date Approved
05/2000	Policy Origination	Executive Committee	05/2000
05/2017	Policy Review	Executive Committee	05/2017