



**I. 6.2.2 Leave Accounting**

Chapter 6 - Fiscal	Original Effective Date: May 2000
Section: 6.2 Travel Policies and Procedures	Date Last Reviewed: September 2008
Responsible Entity: Assistant Vice President for Business Affairs	Date Last Revised: September 2008

**II. Purpose**

To establish the requirements of documenting leave during travel for UT Health San Antonio business.

**III. Scope**

This policy applies to all individuals participating in travel on behalf of UT Health San Antonio.

**IV. Policy**

**A. Personal Leave During Official Business Travel**

Vacation or other personal leave days taken in conjunction with official UT Health San Antonio (UTHSA) travel must be indicated on the PeopleSoft travel requisition and must be reported on the Travel Voucher. When an employee leaves the duty point for any reason not connected with official duties, the employee must (1) show clearly on the Travel Voucher the date and hour of both departure from and return to the duty point and (2) provide a statement that the absence was for reasons not connected to official duties.

**B. Official Business During Personal Leave**

Employees away from their headquarters on personal leave who are required by UTHSA to travel to a duty point to conduct official business may be reimbursed for the cost of transportation to the duty point and the return to the personal leave site. A statement on the Travel Voucher that the department head required the employee to travel to the duty point is necessary.

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### C. Return to Headquarters

An employee on a business trip may return to headquarters daily or on the weekend instead of remaining at the duty point if the cost of returning to headquarters is less than or equal to the cost of remaining at the duty point.

### V. Definitions

*There are no defined terms used in this Policy.*

### VI. Related References

*There are no related documents associated with this Policy.*

### VII. Review and Approval History

The approving authority of this policy is the University Executive Committee.

Effective Date	Action Taken	Approved By	Approved Date
05/2000	Policy Origination	Executive Committee	05/2000
09/2008	Policy Review	Executive Committee	09/2008