

6.2.16 Packaged Travel Arrangements

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

I. Purpose

To establish the procedure for packaged travel arrangements of travelers for UT Health San Antonio.

II. Scope

This policy applies to any traveler for official UT Health San Antonio business.

III. Policy

A. General Policy

Reimbursement of travel expenses that are part of a “packaged” arrangement is based upon whether the packaged arrangement is mandatory.

B. Mandatory Packaged Registration Fees

Expenses that are included with a registration fee are considered part of the registration only if the expenses are mandatory. For example, meals and lodging which are included in the quoted registration fee and there are no other options available do not need to be separately stated on the [Travel Voucher](#).

C. Non-Mandatory Packaged Travel

The [Travel Voucher](#) must separately state the cost of each type of travel arrangement included in the package (including meals, lodging, transportation, registration, and/or incidentals). The travel rules based on the fund type charged must still be followed. Itemized receipts are required.

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
09/2008	Policy Review	Executive Committee	09/2008