



**I. 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

**II. Purpose**

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

**III. Scope**

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

**IV. 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.

**V. Definitions**

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

6.2.16 Packaged Travel Arrangements

**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