Policy Name: Travel

Policy Number: 3.29

Is this policy new, being reviewed/revised, or deleted? Review/Revise

Date of last revision, if applicable: 7/24/2018

Unit(s) Responsible for Policy Implementation: Vice President for Finance and Administration

Purpose of Policy (what does it do): This policy establishes regulations related to allowable expenditures for university business travel and identifies the SFA Travel Guidelines and the Textravel website as the authoritative resources for travel laws and rules.

Reason for the addition, revision, or deletion (check all that apply):

☑ Scheduled Review ☐ Change in law ☐ Response to audit finding

☐ Internal Review ☐ Other, please explain:

Please complete the appropriate section:

Specific rationale for new policy: N/A

Specific rationale for each substantive revision:

Specific rationale for deletion of policy: N/A

Additional Comments:

Minor changes to formatting and placement of sentences.

Reviewers:

Danny Gallant, Vice President for Finance and Administration
Damon Derrick, General Counsel
Travel

Original Implementation: October 31, 2000
Last Revision: July 24, 2018, October 26, 2020

Purpose

This policy establishes regulations related to allowable expenditures for university business travel and identifies the Stephen F. Austin State University (SFA) Travel Guidelines and the Textravel website maintained by the Texas Comptroller of Public Accounts as the authoritative resources for travel laws and rules.

Definitions

University business travel is travel undertaken for the benefit of the university, and should be planned and conducted to achieve maximum cost efficiency. Travel expenditures must be reasonable, necessary, appropriately documented and properly approved.

General

The university shall make every effort to minimize the amount of travel expenses paid and/or reimbursed, and to ensure that each travel arrangement is the most cost-effective considering all relevant circumstances. Travel expenditures must be reasonable, necessary, appropriately documented, and properly approved.

The Stephen F. Austin State University (SFA) Travel Guidelines are located on the university’s travel website. These guidelines apply to employees, students, and prospective employees traveling in a university capacity, except the president, members of the Board of Regents, and intercollegiate athletics. Travel by the president and Board of Regents will be made in accordance with applicable law. Travel related to intercollegiate athletics will be made in accordance with the Intercollegiate Athletics Policy and Procedure Manual.

The reimbursement limits stated in the SFA Travel Guidelines may be exceeded only if funds are available in, and the additional costs are charged to, a discretionary account controlled by the budget manager authorizing the additional expenditure. For this policy, discretionary funds shall be defined by the controller’s office. A list of funds that can be used for discretionary purposes will be published on the controller’s office website.

Employees traveling under contracts and grants (federal, state, local, or private) shall be reimbursed for travel expenses and allowances on the same basis as other university employees, except in those instances where the terms of the contract or grant specify travel guidelines and reimbursement rates which differ from university reimbursement rates.

Generally, the Texas Comptroller of Public Accounts (TCPA) is the authoritative source regarding travel. TCPA travel rules, Textravel, are located on the university’s travel website. In case of conflict between SFA Travel Guidelines and Textravel, SFA Travel Guidelines take precedence except where
state of Texas law prevails. The university president, at his/her discretion, may establish lower travel reimbursement rates than those –in Textravel. Travelers will be notified in advance of the effective date of any rate change. The university shall make every effort to ensure that travel expenses paid and/or reimbursed are reasonable and the most cost-effective considering all relevant circumstances.

A state employee is Travelers are responsible for ensuring that his or her travel complies with applicable state law and SFA Travel Guidelines. Failure to comply may result in reimbursement delays and/or rejection of the employee’s travel claim for travel reimbursement. Fraudulent travel claims will be grounds for disciplinary action, including dismissal.

Cross Reference: Tex. Gov’t Code § 660.203; Tex. Educ. Code § 101.19; SFA Travel Guidelines; Intercollegiate Athletics Policy and Procedure Manual; Textravel (Texas Comptroller of Public Accounts travel rules); SFA Travel Guidelines; Fraud (2.7)

Responsible for Implementation: Vice President for Finance and Administration

Contact for Revision: Controller

Forms: None

Board Committee Assignment: Finance and Audit