



## **Travel**

### **Purpose**

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

### **Persons Affected**

This policy applies to all employees, students, spouses of employees when traveling in accordance with UTS 120 Spousal Travel Policy, and prospective employees traveling in a university capacity.

### **Definitions**

University business travel: travel undertaken for the benefit of the university.

Account Manager: a department head (including department chairs, divisions heads, and all deans or designees) and/or financial manager.

### **Policy**

The university shall make every effort to minimize the amount of travel expenses paid and/or reimbursed. Account managers and travelers must 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 SFA Travel Guidelines apply to employees, students, and prospective employees traveling in a university capacity, except the president and the president's spouse when traveling in accordance with UTS 120, and intercollegiate athletics. Travel by the president and spouse will be made in accordance with applicable law, *Regents' Rules and Regulations*, and UTS policies. Travel related to intercollegiate athletics will be made in accordance with the SFA Athletics Policy Manual in conjunction of the SFA Travel Guidelines as a foundation.

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.

The TCPA provides information on state travel laws and rules and is the authoritative source regarding travel. TCPA travel rules, [Textravel](#), are located on the university's travel website. 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.



Authorization for foreign travel shall be transmitted through proper administrative channels to the president of the institution or their designee, for advance written approval. Authorization for foreign travel by Chief Administrators must be obtained as required by *Regents' Rules and Regulations*, Rule 20205, Expenditures for Travel and Entertainment by Chief Administrators and for the Maintenance of University Residences.

Travelers are responsible for ensuring their travel complies with applicable state law, UTS *Regents' Rules and Regulations* and policies, and SFA Travel Guidelines. Failure to comply may result in reimbursement delays and/or rejection of the traveler's claim for travel reimbursement. Fraudulent travel claims will be grounds for disciplinary action, including termination.

### **Procedures**

Travel regulations for SFA, including any modifications to regulations, must receive administrative approval from the UT System Executive Vice Chancellor for Academic Affairs prior to inclusion in the SFA Handbook of Operating Procedures.

### **Related Statutes or Regulations, Rules, Policies, or Standards**

Tex. Gov't Code §§ 660.003, .024, .203

*Regents' Rules and Regulations*, Rule 20205, Expenditures for Travel and Entertainment by Chief Administrators

*Regents' Rules and Regulations*, Rule 20801, Travel

*Regents' Rules and Regulations*, Rule 50601, Student Travel

UTS Policy 120 Spousal Travel Policy

UTS Policy 190 International Travel Policy

UTS Policy 191 Travel Guidance for Presidents and Their Spouses

SFA HOP 05-107 Travel Card (T-Card)

SFA HOP 04-125 Student Travel

SFA HOP 01-403 Dishonest or Fraudulent Activities

### **Responsible Executive**

Vice President for Finance and Administration

### **Forms**

None

### **Revision History**

September 1, 2023 (original)