

Travel

Original Implementation: October 31, 2000

Last Revision: April 11, 2022

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 (TCPA) as the authoritative resources for travel laws and rules.

Definitions

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

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

General

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, 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 [SFA Athletics Policy Manual](#).

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.

Travelers are responsible for ensuring their travel complies with applicable state law 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.

Cross Reference: Tex. Gov't Code § 660.203; Tex. Educ. Code § 101.19; SFA Travel Guidelines; SFA Athletics Policy Manual; Textravel; Fraud (2.7)

Responsible for Implementation: Vice President for Finance and Administration

Contact for Revision: Director of Procurement & Business Services / HUB Coordinator

Forms: None

Board Committee Assignment: Finance and Audit