

HEALTH SCIENCE CENTER HANDBOOK OF OPERATING PROCEDURES

Chapter 6	Fiscal Policies and Procedures	Effective:	May 2000
Section 6.2	Travel Policies and Procedures	Revised:	March 2010
Policy 6.2.1	Travel Policy Sources	Responsibility:	Assistant Vice President for Business Affairs

TRAVEL POLICY SOURCES

Policies

As an agency of the State of Texas and as a component of The University of Texas System, the Health Science Center must abide by state and The University of Texas System travel rules and regulations. Health Science Center travel (including that of faculty, staff, students, interns, residents, prospective employees, employees of other state agencies, and official visitors) is governed by State of Texas laws and rules, Regents' *Rules and Regulations*, The University of Texas System policies, policies of grantors and donors, and/or policies of the Health Science Center.

The University of Texas System

The University of Texas System administration has established requirements for travel programs at all University of Texas institutions. On this campus, these requirements apply to all travel reimbursed by the University without regard to source of funds.

1. All airline tickets for travel reimbursed by the University are to be written by travel agencies under contract to the University; referral ticketing (e.g., a ticket booked directly with an airline, but issued by a contract agency) is included.
 2. Airline tickets are to be purchased with a state-issued travel credit card or central bill account.
 3. In all reasonable circumstances, lodging and rental car reservations should be made through the contract agencies.
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Conservation of Funds

Health Science Center employee travel must be planned and carried out to achieve maximum economy and efficiency within the guidelines set forth in the *Handbook of Operating Procedures* (HOP) travel policies.

All travel expenses must be reasonable, appropriately documented, properly authorized and made within the guidelines of the HOP travel policies.

Documentation of justification and purpose for exceeding this guidance will be required.

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**State
Comptroller's
Office and State
Texas Building
and Procurement
Commission**

In addition to The University of Texas System requirements, the University is subject to purchase and reimbursement limits of the Comptroller of Public Accounts (CPA) to ensure state agency and University compliance with Texas Building and Procurement Commission (TBPC) rules for contracted travel services. These requirements pertain to all TBPC travel vendor contracts including airlines, rental cars, and lodging. Use of non-contract vendors and rates must be documented on travel reimbursement documents; standard exceptions for non-use have been identified by TBPC and the Comptroller and have been incorporated into Health Science Center [State of Texas Travel Contractor Usage Statement](#).
