

HEALTH SCIENCE CENTER HANDBOOK OF OPERATING PROCEDURES

Chapter 6	Fiscal Policies and Procedures	Effective:	January 2000
Section 6.2	Travel	Revised:	September 2008
Policy 6.2.24	Travel to Washington D.C.	Responsibility:	Assistant Vice President for Business Affairs

TRAVEL TO WASHINGTON D.C.

Policy

The Senate Bill 1, General Appropriations Act for 2006-2007, Article IX, Section 6.19(c) requires personnel traveling to Washington D.C., using State funds, to notify the Texas Office of State-Federal Relations (OSFR) in advance of such travel. Only State travelers who intend to confer on legislative or appropriations issues with U.S. Congress/the federal government staff or officials should submit travel information to OSFR. The guidance below clarifies travel purposes which are subject to the notification requirement.

Travel Requiring Notice

State-paid travel must be reported if it includes visits with members of Congress or congressional staff; visits to confer about changing the terms of an existing grant or creating a new grant, (i.e. legislative issues); or, visits to confer about changing existing, or creating new legislation, or federal regulations. All other business travel and any personal travel is not reportable. Reportable travel is to include the immediate metropolitan area of the District of Columbia; Alexandria, VA; Arlington, VA; Bethesda, MD; Chevy Chases, MD; and Silver Spring, MD. Also, travel to the surrounding airports: Baltimore, Ronald Reagan, formerly Washington National, and Dulles International will need to be reviewed and reported if trips are made for business purposes as noted above in the Washington D.C. area.

Procedures

Departments are required to report all trips that meet the reportable criteria to the Office of State-Federal Relations at: <http://www2.governor.state.tx.us/osfr/osfradd.asp> and the confirmation page should be faxed or e-mailed to the Travel Services Office. The department should make any copies needed for the department's own records. Please visit <http://www.uthscsa.edu/business/travel/osfrhow-to.doc> if you need further assistance with the forms. According to standards of the OSFR form, an advanced copy of the traveler's itinerary is needed if travel to Washington D.C. includes visits with members of Congress, congressional staff or federal agencies. Please contact the Travel Services Office at 562-6216, to ensure proper documentation is completed.
