

Memo to: All UH-Downtown/PS Holders  
From: Max Castillo, President  
Subject: Travel Policy

UH-Downtown/PS 01.A.08  
Issue No. 2  
Effective date: 07/12/00  
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## 1. PURPOSE

This PS sets forth the University of Houston - Downtown (UHD) travel policy. It is the University's intent to comply with federal, state, and University of Houston System regulations and guidelines regarding travel utilizing any University sources of funding.

## 2. POLICY/PROCEDURES

### 2.1 Approval

All travel requests that involve any University sources of funding must be approved in advance by all appropriate levels of approval prior to the commencement of the trip. The required approval is documented by the completion and submission of a UHD Travel Request Form, available in the Purchasing Office. The purpose of the trip must be for official University business.

2.1.1 Travel by faculty will be approved by their department chairs and appropriate dean.

2.1.2 Travel by department chairs will be approved by their deans.

2.1.3 Travel by deans will be approved by the Vice President for Academic Affairs and Provost.

2.1.4 Travel by staff will be approved by their immediate supervisors.

2.1.5 Travel by the Vice President for Administration and by the Vice President for Academic Affairs and Provost will be approved by the President.

2.1.6 Travel by the President will be approved by the Chancellor of the University of Houston System or designee in accordance with AM 03.A.03.

2.1.7 Travel funded by Ledger 5 accounts must be approved by the Grants/Contract Coordinator.

### 2.2 Foreign Travel

2.2.1 All foreign travel, other than to Canada or Mexico, must have the prior written approval of the President. Additionally, all foreign travel by a University employee on state business, paid for with state funds, must be approved by the Governor's Office a minimum of 30 days prior to the date of the employee's travel. Approval forms may be obtained from the Purchasing Office.

2.2.2 Foreign travel must benefit the State of Texas.

2.2.3 Travel to any territory of the United States is not considered foreign travel.

2.2.4 If an employee requests approval to travel to a nation under a U.S. Department of State travel advisory warning against or restricting travel by a U.S. citizen to that nation, then the employee must sign a statement indicating that he/she is aware of the travel advisory and potential risks associated with travel to the nation under the advisory.

2.2.5 Approved travel requests must be reapproved if the departure or return date changes by more than 168 hours (7 days), or if expenses increase by more than 10 percent.

### 2.3 Travel Vendors

2.3.1 The General Services Commission contracts with travel vendors, which should be used when available. These vendors include airlines, hotels and motels, automobile rental

agencies, and travel agencies. Names and rates of current State contract travel vendors are available in the Purchasing Office. If the employee is not using the state approved travel vendor, the Travel Management Services Certification Form, available in the Purchasing Office, must be completed.

2.3.2 If the employee is not using the State approved vendor for airfare, supporting documentation must be attached to the travel request. The supporting documentation should include a current written quote from the State approved vendor and one from the other vendor being used. Since rates vary considerably, only a current written quote issued on the date that the travel request is submitted may be used. Faxed current quotes will be acceptable. This documentation must be presented for department approval and must be attached when sending the travel request to the Purchasing Office.

### 2.4 Travel Expenses

Travel expenditures must be documented on a State of Texas Travel Voucher, available in the Purchasing Office.

2.4.1 The Travel Voucher must contain separate statements as to the purpose of the travel and the benefit derived by the University. These statements must address any intermediate stops and/or layovers en route.

2.4.2 Expenditures must be itemized on the Travel Voucher and supported by appropriate receipts, as required. A travel voucher must be submitted even if no reimbursement is sought.

2.4.3 If state contracted vendors are not used, the Travel Management Services Certificate Form, available in the Purchasing Office, must be completed and attached to the Travel Voucher.

2.4.5 Cash travel advances are prohibited.

2.4.6 UHD will purchase airline tickets in advance of actual travel for employees, prospective employees, and students. This may be accomplished by submitting a properly completed Travel Request Form to the Purchasing Office. Any other prepayment requests must be submitted on a State of Texas Purchase Voucher and approved by the Vice President for Administration or designee.

### 2.5 Unused Prepaid Airline Tickets

In the event a particular trip is not taken and an airline ticket for that trip was purchased using the University's Central Billed Account for Airfare, the ticket should be returned to the Purchasing Office within 10 days of the planned trip.

### 2.6 Travel Funded by Grants and Contracts

When travel is funded by a grant or contract with guidelines different from those of the State, University of Houston System or UHD, the more restrictive guidelines will apply.

### 2.7 Travel to Washington, D.C.

When travel to Washington, D.C. will be paid in part or in whole from state-appropriated funds, the Office of State-Federal Relations must be notified no later than seven calendar days prior to the beginning of travel. For further information and to obtain the required form, contact the Purchasing Office.

2.8 Insurance

To maintain insurance coverage, prior approval is required for all University travel regardless of funding sources or means of travel.

2.9 Failure to Comply

Failure to comply with the Travel Policy may result in an employee being unable to recover travel expenses.

**3. REVIEW AND RESPONSIBILITIES**

Responsible Party (Reviewer): Vice President for Administration

Review: As needed

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President

Policy History

Issue #1: 12/15/87