

SOM OP: 10.03, **Travel Regulations**

PURPOSE: The purpose of this School of Medicine (SOM) Policy and Procedure is to establish guidelines for of cial travel by SOM faculty and staff.

REVIEW: This SOM Policy and Procedure shall be reviewed within each even-numbered scal year by an ad hoc committee assigned by the Executive Associate Dean for Administration. Revisions will be forwarded to the Of ce of the Dean for approval and publication.

POLICY/PROCEDURE:

1. **General.** This policy is intended to provide limits and requirements to of cial travel by SOM employees in accordance with the following:

- a. [HSC OP 79.02, Travel Approvals and Noti cations](#)
- b. [HSC OP 79.04, Foreign Travel](#)
- c. [HSC OP 79.05, Business Travel Account \(BTA\) Requests and Travel Advances](#)
- d. [HSC OP 79.06, Reimbursement of Travel Expenses](#)
- e. [HSC OP 79.10, Reimbursement for Travel Expenses for Spouses](#)

Information contained in this policy is supplementary to HSC policies. In the event HSC travel policies are revised and become in con ict with these guidelines, HSC policies will take precedence.

2. **Allowable Business Days of Travel.** Except for vacation time or Leave Without Pay,

must be forwarded through the Regional Dean (if applicable), to the Dean, then to the President.

4. **Reimbursement.** Travel reimbursement guidelines established by the Texas Comptroller of Public Accounts (see Textravel) and [HSC OP 79.06, Reimbursement of Travel Expenses](#), will be used for all state-funded travel. Locally-funded travel will be reimbursed using the limits set forth in this policy. Reimbursement for travel funded through a contractual agreement, a grant (to include NIH funding), or a gift are reimbursed at local rates unless otherwise specified in the provisions of the contract, grant, or gift.

- a. Meals and Lodging: Limitations for reimbursement of meals and lodging are as follows:

Meals
(Including gratuities)

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- 4) In accordance with [HSC OP 79.10, Reimbursement for Travel Expenses for Spouses](#), employee's spouse may attend an entertainment function only if required for bona fide institutional purpose that is beneficial to TTUHSC, i.e., a recruitment dinner where the candidates' spouse is attending.

ATTACHMENTS:

[SOM OP 10.03.A, Foreign Travel Approval Memo](#)