

DATE: May 19, 2008

TO: Executive Committee Members, Assistant Vice Presidents, Chairs, Directors, Department Heads, Assistants to the Deans and Vice Presidents, and Departmental Administrators

FROM: Harry S. Lynch, Jr.
Executive Vice President for Business Affairs/and
Chief Financial Officer

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SUBJECT: INCREASE IN TRAVEL ALLOWANCE AND ENTERTAINMENT LIMITS

Travel Policy:

Effective immediately, the Health Science Center has increased the per diem allowance for non-State and non-Federal travel from \$180 to \$250 per day. **Actual expenses** for meals and lodging will be reimbursed up to \$250 per day. For out-of-State travel, if expenses exceed \$250, the traveler can receive the greater of \$250 or the rate allowed for that location. The following table summarizes the reimbursement rates by fund group:

Summary of Domestic Travel Reimbursement Rates

Fund Groups		Travel Scenario	
		<i>In-state with overnight stay</i>	<i>Out-of-state with overnight stay</i>
State funds (including Tobacco) and Federal or State grant funds, Service Center funds	14xxx, 15xxx, 21001, 23055, 23056, 23065, 23066, 23070, 410xx, 42xxx, 439xx, 449xx and 44097.	Meals up to \$36/day and lodging up to \$85 per day.	Limited to per diem rates published by the GSA for the business city and season of the year.
Private Grants and Non-State, Non-Federal funds, including most Designated & Auxiliary	43001– 44099, 48xxx, 35001, and 23xxx (except funds listed above)	Actual meals and lodging expenses up to \$250 per day total.	Actual meals and lodging expenses up to \$250 per day. If actual expenses exceed \$250, reimburse the greater of \$250 or published GSA per diem for business city/season.
Practice Plan funds	22xxx	*Actual expenses.	*Actual expenses.

*** Actual expenses exclude movies, double suites, alcoholic beverages, personal phone calls, and other unallowable non-business related expenses.**

Entertainment Policy:

Effective immediately, the limit on official entertainment is increased from \$65 to \$90 per person. As outlined in the UTHSCSA *Handbook of Operating Procedures* (Section 6.1.9 and Section 6.1.8), entertainment is allowed for official business that is shown to benefit the Health Science Center and is consistent with the missions of the University. Expenses for entertaining official guests of the university should continue to be both reasonable and appropriate.