Cellular & Structural Biology (CSB)

Professional Travel

Professional Travel - The Department requires that any travel conducted on University time, (e.g., while on payroll), be pre-approved. This means that you are required to inform your administrative assistant before any travel, and preferably at least 2 weeks prior, so that a Pre Request for Travel Authorization (Pre-RTA) form can be completed and then followed by a PeopleSoft Travel Requisition.

As a State funded institution, the University is bound by other travel restrictions having to do with the following:

1. The University and its employees must respect pre-defined ‘travel per diems’ that limit the amount that you can be reimbursed on a daily basis. The per diems are published by the State of Texas and are specific for the geographic location of your trip. Your administrative assistant can explain the details and help you complete all the forms.

2. If you are invited to travel by an outside entity who will pay all or part of your travel expenses, this must be disclosed when the Pre-RTA is submitted and - if the outside entity is a for-profit organization or a foreign entity - an additional iDisclose Prior Approval is required.

3. If you are receiving a speaker fee, consultancy fee or honorarium from an outside entity, whether it will be paid to you personally or deposited into a HSC account, this must also be disclosed when the Pre-RTA is submitted and - if the outside entity is a for-profit organization or a foreign entity - an additional iDisclose Prior Approval is required.

iDisclose is an on-line approval that is managed by the University's Vice President for Research who can answer any questions:
http://research.uthscsa.edu/  Ph 210-567-8270, 210-567-3720 or email vpr@uthscsa.edu

4. All employees are limited to a maximum of 48 work days of professional absence per year for professional travel, service on outside boards, consulting services, etc. In addition, an employee cannot earn more than 30% of their current institutional base salary in outside payments and consulting fees. The Department is required to keep track of this which we accomplish using the Pre-RTA form mention above.

5. Travel to certain high-risk countries – if you plan to travel professionally to a country that is currently on the US Dept. of State travel warning list, you will be required to request a waiver from the Institutional Oversight Committee and register your travel with the International SOS and the US Dept. of State. If you are unable to receive the waiver before your trip but still wish to travel, you will be obliged to use either vacation or personal leave for the travel days. In addition, you cannot use University funds to pay for your travel expenses and you cannot speak as a representative of the University while you are gone.