### TRAVEL POLICY SOURCES

#### Policies

As an agency of the State of Texas and as a component of The University of Texas System, UT Health San Antonio must abide by state and The University of Texas System travel rules and regulations. UT Health San Antonio travel (including that of faculty, staff, students, interns, residents, prospective employees, employees of other state agencies, and official visitors) is governed by State of Texas laws and rules, Regents’ *Rules and Regulations*, The University of Texas System policies, policies of grantors and donors, and/or policies of UT Health San Antonio.

#### The University of Texas System

The University of Texas System administration has established requirements for travel programs at all University of Texas institutions. On this campus, these requirements apply to all travel reimbursed by the University without regard to source of funds.

1. All airline tickets for travel reimbursed by the University are to be written by travel agencies under contract to the University; referral ticketing (e.g., a ticket booked directly with an airline, but issued by a contract agency) is included. For exceptions to this rule, refer to Section 6.2.5 “UT Contracted Travel Agency Use” in the Handbook of Operating Procedures (HOP).

2. Airline tickets are to be purchased with a state-issued travel credit card or central bill account.

3. In all reasonable circumstances, lodging and rental car reservations should be made through the contracted agencies.

4. UT System Policy Library item UTS 191 governs allowed travel expenses for the university President.

#### Conservation of Funds

UT Health San Antonio employee travel must be planned and carried out to achieve maximum economy and efficiency within the guidelines set forth in the *Handbook of Operating Procedures* (HOP) travel policies.
All travel expenses must be reasonable, appropriately documented, properly authorized and made within the guidelines of the HOP travel policies.

Documentation of justification and purpose for exceeding this guidance will be required.

In addition to The University of Texas System requirements, the University is subject to purchase and reimbursement limits of the Comptroller of Public Accounts (CPA) to ensure state agency and University compliance. Use of non-contract vendors and rates must be documented on travel reimbursement documents. Standard exceptions for non-use have been noted in Section 6.2.5 “UT Contracted Travel Agency Use” of the HOP or identified by the Comptroller and have been incorporated into UT Health San Antonio State of Texas Travel Contractor Usage Statement.