



TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER™

School of Medicine

Operating Policy and Procedure

SOM OP: 10.03, **Travel Regulations**

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

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

POLICY/PROCEDURE:

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

- a. [HSC OP 79.02, Travel Approvals and Notifications](#)
- 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 conflict with these guidelines, HSC policies will take precedence.

2. **Allowable Business Days of Travel.** Except for vacation time or Leave Without Pay, an individual may not be away from duty more than 20 business days annually. This limitation includes activities such as participation in faculty development workshops, attendance or presentation at professional society meetings, and performance as a guest speaker for pharmaceutical companies. Duties directly related to the performance of job duties or in conjunction with a grant-funded activity are not included in this limitation.

Additionally, this time restriction will not apply to travel between campuses and institutional sites, travel to participate on research review committees, study sections, required travel related to a research grant or for travel at the request of the Dean or Regional Dean.

3. **Foreign Travel.** Foreign travel is permitted if fully funded by an extramural or non-university source in accordance with [HSC OP 79.04, Foreign Travel](#). (Exceptions may be granted by the Dean on a case-by-case basis.) No foreign travel is allowed on state or MPIP funds. Canada and Mexico are not considered to be foreign travel destinations. A memorandum requesting approval ([SOM OP 10.03.A, Foreign Travel Approval Memo](#))

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)	In-State	Out-of-State
State or other restricted funds	\$30/day	Federal Locality Base Rate ¹
Local funds ²	\$80/day	\$80/day

Lodging (Including gratuities)	In-State	Out-of-State
State or other restricted funds	\$85/day	Federal Locality Base Rate ¹

Meals and Lodging Combined (Including gratuities)	In-State	Out-of-State
Local funds (standard)	\$270/day	\$270/day
Local funds (exception) ³	\$340/day	\$340/day

¹ U.S. GSA Per Diem Rates (www.gsa.gov/portal/category/21287)

² When not combined with lodging

³ Exception is authorized when regular single occupancy room rate at the meeting site/conference hotel exceeds \$225. (*Note: Employee must lodge at the meeting site/conference hotel.)

- b. **Entertainment while traveling:** Approval of entertainment expenses is normally required by the employee's respective department and/or campus supervisor (Regional Chair, Regional Dean, or Dean) before they are incurred. If this is not feasible, approval should be obtained as soon as possible thereafter. Reimbursement for entertainment expenses must comply with the following:
- 1) Reimbursement to one employee for expenses incurred for or by another TTUHSC employee is prohibited. Separate travel vouchers are required for each employee incurring an expense.
 - 2) A maximum of \$95 per person is allowed for official business meals with non-TTUHSC employees.
 - 3) Gratuities may not exceed 20% of the total bill.

- 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](#)