

## TRAVEL

**Authority:** The Title III office has sole authority to obligate funds of the University for travel. This means that the University is not required to pay for the travel by an employee for any travel expenses that do not comply with the State of Texas Travel Allowance Guide or who travels without prior approvals.

**Requirements:** Title III program related travel shall conform to both state and federal regulations and policies regarding travel. Department of Education regulations required prior approval for all travel funded under the Title III Grant. The prior approval shall determine conformance with approved plan of operations and availability of funds. Any travel reimbursement claim presented without authorization shall not be paid and is the responsibility of the traveler. The University's travel policy requires that an Authority to Travel Form (AT) is submitted timely for pre-approval and that a state of Texas Travel Voucher form, complete with documentation, is filed immediately upon return for reimbursement.

Faculty shall follow all academic affairs policies and procedures related to absence from class. Travel Vouchers Reports must be submitted to the Coordinator of Title III after each trip for further processing by the Grants Office.

It is the policy of the Title III office that person (s) who travel on Title III funds should file a Travel Voucher accompanied by a completed Travel Summary Report, within five (5) working days after return from travel destination. The office copy of the approved Travel Request is place in the Activity's file until a travel voucher is filed. After each travel voucher is filed, it is then attached to the original approved request along with the Travel Summary Report.

All Travel Vouchers must Include: (§8.02; t-code 225)

1. The Agency name;
2. The Agency Number;
3. The name of the claimant;
4. The contact name and phone number;
5. The current document number;
6. A daily itemization of meal and lodging expenses;
7. The designated headquarters;
8. The distribution section – itemization of travel expenses;
9. The document agency number;
- 10.The document amount;
- 11.The payee identification number;
- 12.The purpose of travel

13. The service dates; and

14. The Title of the employee.