

**1. Title**

Travel

**2. Rule and Regulation**

Sec. 1 Development of Travel Regulations. Institutions of the U. T. System shall issue travel regulations covering authorization for travel and reimbursement for approved travel to implement applicable provisions of State law and regulations for the guidance of all personnel concerned. Following administrative approval by the appropriate Executive Vice Chancellor, travel regulations will be included in the institutional *Handbook of Operating Procedures*.

Sec. 2 Authorization for Foreign Travel. Authorization for foreign travel shall be transmitted through proper administrative channels to the Chancellor or the president of the institution, as applicable, or the respective officer's designee, for advance written approval.

**3. Definitions**

Foreign Travel – travel to, in, or from a destination that is neither in the United States, nor a possession of the United States, Mexico or Canada.

**4. Relevant Federal and State Statutes**

[General Appropriations Act](#)

*Texas Education Code* [Section 65.31](#) – General Powers and Duties

*Texas Government Code* [Section 660.003](#) – Travel Expenses

*Texas Government Code* [Section 660.024](#) – Advance Approval for Certain International Travel

**5. Relevant System Policies, Procedures, and Forms**

Regents' *Rules and Regulations*, [Rule 31005](#) – Faculty or Staff Absence

[The University of Texas System Administration Policy UTS120, Spousal Travel Policy](#)

**6. Who Should Know**

Administrators

**7. System Administration Office(s) Responsible for Rule**

Office of the Board of Regents

**8. Dates Approved or Amended**

December 10, 2004

**9. Contact Information**

Questions or comments regarding this rule should be directed to:

- [bor@utsystem.edu](mailto:bor@utsystem.edu)