

CHAPTER II

ACCOUNTING, AUDITING, REPORTING, AND BUDGETARY CONTROL

Sec. 1. Types of Funds.

- 1.1 General Funds.--General Funds are those unrestricted, operating funds which are available for any purpose. They are expended in accordance with the budgets and appropriations approved by the Board of Regents. General Budget Funds balances shall not be reappropriated from one fiscal year to another unless specific approval is given by the Chancellor and the Board of Regents.
- 1.2 Special Activities Funds.--Special Activities Funds are general funds restricted by The University of Texas System; the income and expenditures are ordinarily related to a particular department. With few exceptions, expenditures are limited to the income derived from the project. They are subject to the same restrictions as General Budget Funds although balances are automatically reappropriated at the end of each fiscal year.
- 1.3 Current Restricted Funds.--Current Restricted Funds are those received from individuals, firms, agencies, corporations, etc., or income derived from private endowments, to be used only for a particular purpose or project, specified by the donor, such as research, conferences, scholarships, fellowships, etc. The period of use is usually designated in the agreement approved by the Board of Regents. Balances at the end of a fiscal year shall be carried forward to the succeeding year unless otherwise specified.
- 1.4 Agency Funds.--Agency Funds are funds handled through the institutional business office as the agent of the owner, after approval by the institutional head, the Chancellor, and the Board of Regents. Balances shall be carried forward from year to year unless otherwise designated. Agency Funds shall be expended in accordance with the limitations of the agency agreement and the applicable rules and regulations of the Board of Regents.

Sec. 2. Accounting.

- 2.1 The financial accounts of The University of Texas System shall be kept as nearly as practicable in accordance with the recommendations of the National Committee on the Preparation of a Manual on College

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- 1.12 Auxiliary Enterprises. --Auxiliary Enterprises Funds are those funds set aside for operating entities which exist to furnish specified services to students, faculty, or staff, and which charge fees that are directly related to the cost of the service.
- 1.13 Designated. --Designated Current Funds are those funds designated for special activities by The University of Texas System. The income and expenditures are ordinarily related to a particular department. Expenditures follow the same programs as are found in the General and Restricted Current Funds. They are subject to the same restrictions as General Budget Funds although balances are automatically reappropriated at the end of each fiscal year.
- 1.14 Restricted. --Restricted Current Funds are those received from federal and local governments, state agencies, individuals, foundation, corporations, etc., or income derived from endowments, to be used only for a particular purpose or project, specified by the donor, such as research, conferences, scholarships, fellowships, etc. The period of use is usually designated in the agreement approved by the Board of Regents. The accounting for the funds will be on the accrual basis; however, in financial reporting, the amounts reported as revenues are limited to the expenditures. Unless otherwise specified, balances are automatically reappropriated at the end of each fiscal year.
- 1.2 Loan Funds. --Those funds that have been set aside for loans to be granted to students, faculty, or staff, including interest earned thereon.
- 1.3 Endowment and Similar Funds.
- 1.31 Endowment Funds. --Those funds that donors have stipulated, as a condition of gift, that the principal is to be maintained inviolate

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and University Business Administration, as set forth in Volume I of "College and University Business Administration" (1952), or subsequent edition thereof, published by the American Council on Education. Where those recommendations conflict with statutes or to regulations of the Coordinating Board, Texas College and University System or of other official state agencies, the latter shall be controlling.

- 2.2 All accounting records and procedures shall be subject to the approval of the institutional business officer and the Vice-Chancellor for Business Affairs, or his delegate.
- 2.3 The business office of each component institution shall be the central office for accounting control for all financial transactions of the institution. The institutional chief business officer shall confer with departmental and administrative officials and instruct them concerning the records of financial transactions to be kept by the departments, as indicated in the next subsection.
- 2.4 Each departmental head shall keep an account of funds and property for which he is responsible, as detailed as necessary to supplement the business office records and to furnish accurate information on receipts, credits, expenditures, and other charges.
- 2.5 Records shall be kept for each fiscal year.
- 2.6 All expenditures must be in accordance with the approved budget.
- 2.7 Statements of departmental accounts shall be prepared monthly by the business office and shall be sent periodically to the department heads who will compare their records with those of the business office and report any differences promptly to the business office.
- 2.8 A person in each department may be designated by the department head, with the approval of the institutional head, to sign vouchers, requisitions, etc., in his absence. These designations shall expire at the end of a fiscal year, or sooner if specified, and must be renewed each year.

Sec. 3. Auditing.

- 3.1 The institutional chief business officer is initially responsible for the preaudit of all business items. Financial transactions concerning the receipt, custody, and disbursement of moneys shall

in perpetuity, or in the case of "term" endowments to be maintained inviolate for a specified term. All endowment funds are administered by System Administration as provided in Part Two, Chapter IX.

- 1.32 Quasi-endowment Funds. --Funds functioning as endowment as a result of determination by the Board of Regents that they are to be retained and invested. All quasi-endowment funds are administered by System Administration as provided in Part Two, Chapter IX.
- 1.4 Annuity and Life Income Funds. --Those funds acquired by The University of Texas System subject to annuity contracts, living trust agreements, or gifts and bequests reserving life income to one or more beneficiaries.
- 1.5 Plant Funds.
 - 1.51 Unexpended Plant Funds. --Funds specified by the Board of Regents or by external sources for the acquisition, construction, or improvement of physical properties to be used for institutional purposes.
 - 1.52 Renewals and Replacement Funds.--Funds specified by the Board of Regents or by external sources to be used for the renewal and replacement of plant fund assets. A regular source for such funds shall be the portion of indirect cost allowances represented by use charges on buildings, other improvements and equipment allocated to sponsored programs. (See also Part Two, Chapter XI, Section 7).
 - 1.53 Retirement of Indebtedness Funds.--Funds specified by the Board of Regents or by external sources to be set aside to meet debt service charges and the retirement of indebtedness on institutional plant assets.
 - 1.54 Investment in Plant Funds.--Funds invested in physical properties to be used for institutional purposes..
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Sec. 2. Accounting.

- 2.1 The financial records of The University of Texas System shall be kept as nearly as practicable in accordance with the recommendations set forth in "College and University Business Administration, Revised Edition," (1968) published by the American Council on Education. Where those recommendations conflict with statutes or with regulations of the Coordinating Board, Texas College and University System, the latter shall be controlling.
- 2.2 All accounting records and procedures shall be subject to the approval of the Chief Business Officer and the Deputy Chancellor, or his delegate.
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be preaudited to the extent necessary under the institutional accounting procedures and system of internal control, the fiscal regulations, and statutes or laws applicable to The University of Texas System.

- 3.2 The preaudit of disbursements and other transactions shall be a part of the regular accounting procedures of the business office. Postaudits of various units and departments shall be performed as directed by the institutional chief business officer or the System Comptroller. Each institution is expected to develop, with the assistance of the System Comptroller, a strong internal audit staff to perform the basic postaudit functions and to augment the work of the System Comptroller's staff and the State Auditor.
- 3.3 The business records of accounts and other records shall be verified and authenticated within the budgets, regental actions, and statutory requirements.
- 3.4 The Systems audit staff of the System Comptroller shall review and/or conduct postaudits of business activities at the component institutions. Such audits shall be conducted in accordance with accepted auditing standards, including necessary tests of the records. Written reports will be prepared for all such audits, calling attention to transactions which may not be in accord with legal requirements, System and institutional accounting principles, policies and regulations. The Systems audit staff shall recommend corrective measures and procedures when appropriate.
- 3.5 The Systems audit staff of the System Comptroller, in addition to the above duties, shall recommend internal audit programs for use at the component institutions, and shall conduct procedural studies and make recommendations for effective, and insofar as practical, uniform systems of accounting and reporting for all component institutions of The University of Texas System.
- 3.6 The State Auditor, under State law, is responsible for the external audit of the books of The University of Texas System.

Sec. 4. Reporting.

- 4.1 All financial reports shall be prepared in accordance with the provisions of the statutes, official directives of Coordinating Board, Texas College and University System, and directives of the Board of Regents, and in conformity with the manual, "College and University Business Administration", or its successor publication as referred to above. The reports shall be prepared by the institutional chief business officer and approved by the Vice-Chancellor for Business Affairs or his delegate.

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- 2.4 Each departmental head shall keep an account of funds and property for which he is responsible, as detailed as necessary to supplement the business office records.
- 2.5 All expenditures must be in accordance with the approved institutional operating budget.
- 2.6 Statements of departmental accounts shall be prepared monthly by the business office and shall be sent periodically to the department heads who will compare their records with those of the business office and report any differences promptly to the business office.
- 2.7 A person in each department may be designated by the department head, with the approval of the Chief Business Officer, to sign vouchers, requisitions, etc., in his absence. These designations shall expire upon receipt of notification by the accounting office in writing from the department head or upon termination or transfer of the designee from the department.

Sec. 3. Auditing.

- 3.1 The Chief Business Officer is initially responsible for the preaudit of all business transactions as a part of the regular accounting procedures of the business office and consistent with the system of internal control.
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- 4.2 Two reports, both of which shall be prepared under the direction of the institutional chief business officers and the Vice-Chancellor for Business Affairs, or his delegate, shall be prepared annually:
- 4.21 Annual Financial Report.--On or before December 29, printed financial reports, in the format recommended in Volume I, "College and University Business Administration" (1952), or its successor publication, shall be filed with the Coordinating Board, Texas College and University System. The certificate of audit of the State Auditor is to be included if this report has been completed.
- 4.22 Salary Payment Report.--On or before December 31 each year, an itemized schedule shall be prepared of salaries and wages paid all employees for services during the preceding fiscal year out of any funds from any source or character under the control and/or custody of the Board of Regents, showing for each employee the total amount paid from each source during the twelve months of the fiscal year, the title of the position held or kind of service rendered, and a summary of all expenditures by departments. Three copies of this report shall be prepared by component institutions, one copy for the Vice-Chancellor for Business Affairs, one copy for the Secretary to the Board of Regents, and one copy for the System Comptroller.
- 4.23 Salary Supplementation Report. --The current appropriation bill provides that none of the funds appropriated for salaries in institutions of higher education shall be expended until a statement specifying the amount and source of salary supplementation paid during the previous fiscal year to each employee is filed with the Secretary of State.
- 4.3 Monthly financial reports, in the form prescribed by the Vice-Chancellor for Business Affairs, or his delegate, shall be prepared by each institutional chief business officer and distributed to the institutional head, the Chancellor, the Secretary to the Board of Regents, and the System Comptroller.
- 4.4 Periodic financial reports reflecting income receipts, approved budget changes, and expenditures for each component institution shall be prepared by Central Administration.
- 4.5 Other reports may be made from time to time, such as internal reports pertaining to estimates of income, budgets, etc., but only those considered essential to effective administration shall be requested from the institutional business offices.

Business Administration", or its successor publication as referred to above. The reports shall be prepared by the institutional chief business officer and approved by the Vice-Chancellor for Business Affairs or his delegate.

- 4.2 Two reports, both of which shall be prepared under the direction of the institutional chief business officers and the Vice-Chancellor for Business Affairs, or his delegate, shall be prepared annually:
 - 4.21 Annual Financial Report.--On or before December 29, printed financial reports, in the format recommended in Volume I, "College and University Business Administration" (1952), or its successor publication, shall be filed with the Coordinating Board, Texas College and University System. The certificate of audit of the State Auditor is to be included if this report has been completed.
 - 4.22 Salary Payment Report.--On or before December 31 each year, an itemized schedule shall be prepared of salaries and wages paid all employees for services during the preceding fiscal year out of any funds from any source or character under the control and/or custody of the Board of Regents, showing for each employee the total amount paid from each source during the twelve months of the fiscal year, the title of the position held or kind of service rendered, and a summary of all expenditures by departments. Three copies of this report shall be prepared by component institutions, one copy for the Vice-Chancellor for Business Affairs, one copy for the Secretary to the Board of Regents, and one copy for the System Comptroller.
- 4.3 Monthly financial reports, in the form prescribed by the Vice-Chancellor for Business Affairs, or his delegate, shall be prepared by each institutional chief business officer and distributed to the institutional head, the Chancellor, the Secretary to the Board of Regents, and the System Comptroller.
- 4.4 Periodic financial reports reflecting income receipts, approved budget changes, and expenditures for each component institution shall be prepared by Central Administration.
- 4.5 Other reports may be made from time to time, such as internal reports pertaining to estimates of income, budgets, etc., but only those considered essential to effective administration shall be requested from the institutional business offices.

of accounting and reporting for all component institutions of The University of Texas System.

- 3.5 The State Auditor, under State law, is responsible for the external audit of the books of The University of Texas System.

Sec. 4 Reporting.

- 4.1 All financial reports shall be prepared in accordance with the provisions of the statutes, official directives of the Coordinating Board, Texas College and University System, and directives of the Board of Regents, and in conformity with the manual, "College and University Business Administration, Third Edition," (1974) referred to above. The reports shall be prepared by the Chief Business Officer and approved by the System Comptroller.
- 4.2 Two reports, both of which shall be prepared under the direction of the Chief Business Officer and the System Comptroller, shall be prepared annually:
- 4.21 Annual Financial Report.--As required by Statute, printed financial reports, in the format recommended in "College and University Business Administration, Third Edition," (1974), or its successor publication, shall be filed with the Coordinating Board, Texas College and University System, and other State Offices as required by law.
- 4.22 Salary Payment Report.--On or before December 31, each year, an itemized report in format prescribed by System Administration shall be prepared of salaries and wages paid all employees for services during the preceding fiscal year out of any funds from any source or character under the control and/or custody of the Board of Regents, showing for each employee the total amount paid from each source during the twelve months of the fiscal year, the title of the position held or kind of service rendered. Copies of this report shall be furnished the Secretary to the Board of Regents, the System Budget Director, and the System Comptroller.
- 4.3 Monthly financial reports, in the form prescribed by the System Comptroller, shall be prepared by each institutional chief business officer and distributed to the institutional head, the Deputy Chancellor, the Secretary to the Board of Regents, and the System Comptroller.

Sec. 5. Operating Budgets.

- 5.1 Operating Budgets for all the component institutions shall be approved

of accounting and reporting for all component institutions of The University of Texas System.

- 3.5 The State Auditor, under State law, is responsible for the external audit of the books of The University of Texas System.

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- 4.2 Two reports, both of which shall be prepared under the direction of the Chief Business Officer and the Deputy Chancellor, or his delegate, shall be prepared annually:
- 4.21 Annual Financial Report. --On or before December 29, printed financial reports, in the format recommended in "College and University Business Administration, Revised Edition," (1968), or its successor publication, shall be filed with the Coordinating Board, Texas College and University System. The certificate of audit of the State Auditor is to be included if the audit report has been completed.
- 4.22 Salary Payment Report. --On or before December 31 each year, an itemized report in format prescribed by System Administration shall be prepared of salaries and wages paid all employees for services during the preceding fiscal year out of any funds from any source or character under the control and/or custody of the Board of Regents, showing for each employee the total amount paid from each source during the twelve months of the fiscal year, the title of the position held or kind of service rendered. Three copies of this report shall be prepared by component institutions, one copy for the Deputy Chancellor, one copy for the Secretary to the Board of Regents, and one copy for the System Comptroller.
- 4.3 Monthly financial reports, in the form prescribed by the Deputy Chancellor, or his delegate, shall be prepared by each institutional chief business officer and distributed to the institutional head, the Deputy Chancellor, the Secretary to the Board of Regents, and the System Comptroller.

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- 4.2 Two reports, both of which shall be prepared under the direction of the Chief Business Officer and the Deputy Chancellor for Administration, or his delegate, shall be prepared annually:
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- 4.3 Monthly financial reports, in the form prescribed by the Deputy Chancellor for Administration, or his delegate, shall be prepared by each institutional chief business officer and distributed to the institutional head, the Chancellor, the Secretary to the Board of Regents, and the System Comptroller.

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- 4.3 Monthly financial reports, in the form prescribed by the Deputy Chancellor for Administration, or his delegate, shall be prepared by each institutional chief business officer and distributed to the institutional head, the Chancellor, the Secretary to the Board of Regents, and the System Comptroller.

Sec. 5. Operating Budgets.

- 5.1 Operating Budgets for all the component institutions shall be approved

as amended 7/31/70

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- 4.3 Monthly financial reports, in the form prescribed by the Deputy Chancellor for Administration, or his delegate, shall be prepared by each institutional chief business officer and distributed to the institutional head, the Chancellor-Elect, the Secretary to the Board of Regents, and the System Comptroller.

Sec. 5. Operating Budgets.

- 5.1 Operating Budgets for all the component institutions shall be approved

of accounting and reporting for all component institutions of The University of Texas System.

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- 4.2 Two reports, both of which shall be prepared under the direction of the institutional chief business officers and the Executive Vice-Chancellor for Fiscal Affairs, or his delegate, shall be prepared annually:
 - 4.21 Annual Financial Report. --On or before December 29, printed financial reports, in the format recommended in Volume I, "College and University Business Administration" (1952), or its successor publication, shall be filed with the Coordinating Board, Texas College and University System. The certificate of audit of the State Auditor is to be included if this report has been completed.
 - 4.22 Salary Payment Report. --On or before December 31 each year, an itemized report in format prescribed by System Administration shall be prepared of salaries and wages paid all employees for services during the preceding fiscal year out of any funds from any source or character under the control and/or custody of the Board of Regents, showing for each employee the total amount paid from each source during the twelve months of the fiscal year, the title of the position held or kind of service rendered. Three copies of this report shall be prepared by component institutions, one copy for the Executive Vice-Chancellor for Fiscal Affairs, one copy for the Secretary to the Board of Regents, and one copy for the System Comptroller.
- 4.3 Monthly financial reports, in the form prescribed by the Executive Vice-Chancellor for Fiscal Affairs, or his delegate, shall be prepared by each institutional chief business officer and distributed to the institutional head, the Deputy Chancellor, the Secretary to the Board of Regents, and the System Comptroller.

Sec. 5. Operating Budgets.

- 5.1 Operating Budgets for all the component institutions shall be approved

Amendments⁸
7-26-68

Sec. 5. Operating Budgets.

- 5.1 Operating Budgets for all the component institutions shall be approved annually by the Board of Regents within the budget estimates of income prepared by the institutional business officer and the institutional head approved by the Vice-Chancellor for Business Affairs.
- 5.2 General policies for the budget preparation shall be recommended by the Chancellor to the Board of Regents and shall be followed in preparing the budgets. Instructions for details of budget preparation shall be furnished to the institutional heads by Central Administration.
- 5.3 The institutional heads shall issue local instructions and shall furnish forms to the budget-recommending officials. Their recommendations for salaries, maintenance and operation, equipment, travel, and other pertinent items shall be reviewed by the institutional head and transmitted, with his recommendations, to the Chancellor for review and final recommendation to the Board.
- 5.4 Rules and procedures for budget administration shall be prepared by Central Administration, approved by the Board of Regents, and shall be included in the completed budgets.
- 5.5 A copy of each such budget, and any subsequent amendments thereto, shall be filed with the State Library to be available for public inspection.

Sec. 6. Legislative Budget Requests.

- 6.1 Legislative budget requests, biennial or otherwise, as may be required shall be submitted to the Coordinating Board, Texas College and University System, to the Legislative Budget Board, and to the Executive Budget Office in the form and at the time prescribed.
- 6.2 These Legislative budget requests shall be prepared in conformity with the same general procedures as outlined above for the annual budgets:
 - 6.21 Approval of budget-writing policies by the Board of Regents upon recommendation of the Chancellor.
 - 6.22 Preparation of a recommended budget of expenditures by the institutional head in conformity with these policies.
 - 6.23 Approval of the completed budget by the Chancellor and the Board of Regents.

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Amended
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Sec. 7. Transfer of Funds. --Out of funds appropriated by the Legislature to The University of Texas Medical Branch at Galveston, The University of Texas Southwestern Medical School at Dallas, and The University of Texas Medical School at San Antonio, the Board of Regents of The University of Texas System may transfer funds between the three medical units listed above, of The University of Texas System, as it deems necessary, except that transfers may not be made into or out of the appropriation item for the salary of the president or dean of the such medical units.

annually by the Board of Regents within the budget estimates of income prepared by the Chief Business Officer and the Chief Administrative Officer and approved by the Deputy Chancellor.

- 5.2 General policies for the budget preparation shall be recommended by the Deputy Chancellor to the Board of Regents and shall be followed in preparing the budgets. Instructions for details of budget preparation shall be furnished to the institutional heads by System Administration.
- 5.3 The institutional heads shall issue local instructions and shall furnish forms to the budget-recommending officials. Their recommendations for salaries, maintenance and operation, equipment, travel, and other pertinent items shall be reviewed by the institutional head and transmitted, with his recommendations, to the Deputy Chancellor and the Board of Regents.
- 5.4 Rules and procedures for budget administration shall be prepared by System Administration, approved by the Board of Regents, and shall be included in the completed budgets.
- 5.5 A copy of each budget, and any subsequent amendment thereto, shall be filed by the Secretary to the Board of Regents with the Legislative Reference Library to be available for public inspection, and also filed with such other State Offices as required by law.

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 - 6.21 Approval of budget-writing policies by the Board of Regents upon recommendation of the Deputy Chancellor.
 - 6.22 Preparation of a recommended budget of expenditures by the institutional head in conformity with these policies.
 - 6.23 Approval of the completed budget by the Deputy Chancellor and the Board of Regents.

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- 5.4 Rules and procedures for budget administration shall be prepared by System Administration, approved by the Board of Regents, and shall be included in the completed budgets.
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 - 6.22 Preparation of a recommended budget of expenditures by the institutional head in conformity with these policies.
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 - 6.22 Preparation of a recommended budget of expenditures by the institutional head in conformity with these policies.
 - 6.23 Approval of the completed budget by the Deputy Chancellor for Administration, the Chancellor and the Board of Regents.

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- 5.2 General policies for the budget preparation shall be recommended by the Chancellor and the Chancellor-Elect to the Board of Regents and shall be followed in preparing the budgets. Instructions for details of budget preparation shall be furnished to the institutional heads by System Administration.
- 5.3 The institutional heads shall issue local instructions and shall furnish forms to the budget-recommending officials. Their recommendations for salaries, maintenance and operation, equipment, travel, and other pertinent items shall be reviewed by the institutional head and transmitted, with his recommendations, to the Chancellor-Elect for review and recommendation to the Chancellor and the Board of Regents.
- 5.4 Rules and procedures for budget administration shall be prepared by System Administration, approved by the Board of Regents, and shall be included in the completed budgets.
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 - 6.22 Preparation of a recommended budget of expenditures by the institutional head in conformity with these policies.
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as amended
9/11/69 9

annually by the Board of Regents within the budget estimates of income prepared by the institutional business officer and the institutional head approved by the Executive Vice-Chancellor for Fiscal Affairs.

- 5.2 General policies for the budget preparation shall be recommended by the Chancellor and the Deputy Chancellor to the Board of Regents and shall be followed in preparing the budgets. Instructions for details of budget preparation shall be furnished to the institutional heads by System Administration.
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 - 6.21 Approval of budget-writing policies by the Board of Regents upon recommendation of the Chancellor and the Deputy Chancellor.
 - 6.22 Preparation of a recommended budget of expenditures by the institutional head in conformity with these policies.
 - 6.23 Approval of the completed budget by the Deputy Chancellor, the Chancellor, and the Board of Regents.

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As amended
3-12-71

CHAPTER III

RECEIPT, CUSTODY, AND DISBURSEMENT OF MONEYS; ABSENCE FROM USUAL AND REGULAR DUTIES INCLUDING TRAVEL

Sec. 1. Receipts, Admission Tickets, and Charges.

- 1.1 No department, division, or individual staff member is authorized to receive money in the name of a component institution of The University of Texas System unless authorized by the Chief Business Officer and Chief Administrative Officer.
- 1.2 An official receipt in the form prescribed by the Chief Business Officer shall be issued to payors for all moneys received unless the Chief Business Officer has specifically authorized exceptions for certain types of collections.
- 1.3 All moneys received shall be recorded and handled under appropriate internal accounting controls.
- 1.4 Admission tickets, including complimentary tickets, shall have the price of admission indicated thereon, and all such tickets shall be prenumbered, except for certain events where the section, row, and seat number are shown. Admission tickets and coupon books shall be purchased for delivery to the institutional business office and issued to the department concerned. Unused tickets or books shall be returned along with a prescribed ticket report to the business office within 30 days from the date of the event, and a list showing the names of all persons receiving complimentary tickets shall be a part of the prescribed ticket report.
- 1.5 All unpaid (including complimentary, free, or discounted) charges for sales or services of auxiliary enterprises, organized activities, or service departments or similar activities shall be reported to and recorded by the Chief Business Officer or his delegate under appropriate internal accounting controls. A list or other documentation showing the authorization and names of all persons receiving complimentary, free, or discounted goods or services and the values thereof shall be furnished the business office within 30 days from the date such goods were issued or such services were rendered by any auxiliary enterprise, organized activity, or service department or similar activity.

CHAPTER III

RECEIPT, CUSTODY, AND DISBURSEMENT OF MONEYS; ABSENCE FROM USUAL AND REGULAR DUTIES INCLUDING TRAVEL

Sec. 1. Receipts, Admission Tickets, and Charges.

- 1.1 No department, division, or individual staff member is authorized to receive money in the name of a component institution of The University of Texas System unless authorized by the institutional chief business officer and institutional head.
- 1.2 An official receipt in the form prescribed by the institutional chief business officer shall be issued to payors for all moneys received unless the chief business officer has specifically authorized exceptions for certain types of collections.
- 1.3 All moneys received shall be recorded and handled under the maximum appropriate internal accounting controls. Mechanical devices such as cash registers, cash control and posting machines, and data processing equipment shall be utilized to the fullest extent practicable.
- 1.4 Admission tickets, including complimentary tickets, shall have the price of admission indicated thereon, and all such tickets shall be prenumbered, except for certain events where the section, row, and seat number are shown. Admission tickets and coupon books shall be purchased for delivery to the institutional business office and issued to the department concerned. Unused tickets or books shall be returned along with a prescribed ticket report to the business office within 30 days from the date of the event, and a list showing the names of all persons receiving complimentary tickets shall be furnished the business office as a part of the prescribed ticket report.
- 1.5 All unpaid (including complimentary, free, or discounted) charges for sales or services of auxiliary enterprises, organized activities, or service departments or similar activities shall be reported to and recorded by the business officer under maximum appropriate internal accounting controls. A list or other documentation showing the names of all persons receiving complimentary, free, or discounted goods or services and the values thereof shall be furnished the business office within 30 days from the date such goods were issued or such services were rendered by any auxiliary enterprise, organized activity, or service department or similar activity.

- 2.2 Cash overages are deposited in the business office; notations pertaining to cash over or short shall be included on the deposit form.
- 2.3 Petty cash funds for making change shall be provided only on approval of, and by arrangement of, the department with the institutional chief business officer. Petty cash funds from which disbursements will be made shall have the approval of the institutional head as well.

Sec. 3. Deposits with the State Treasurer.

- 3.1 The current appropriation bill requires that all cash receipts at The University of Texas at Austin, The University of Texas at El Paso, and The University of Texas at Arlington be deposited in the State Treasury with the exception of those from auxiliary enterprises, noninstructional services, matriculation fees collected in lieu of student activity fees, agency and restricted funds, endowment funds, student loan funds, and Constitutional College Building Amendment Funds.
 - 3.11 To facilitate the transferring of institutional receipts to the State Treasury, it is provided that each institution may open a clearing account in a local depository bank to which it deposits all receipts daily.
 - 3.12 Not less than every seven days, the institutional business officer shall make remittances to the State Treasury in the form of checks drawn on the clearing account except that a balance of not more than \$500 may be maintained.
 - 3.13 The money deposited in the State Treasury shall be paid out via State warrants.
- 3.2 Optionally, the component institutions may use local depository bank accounts instead of the special clearing accounts within the general requirements for deposits and transfers to the State Treasury.
- 3.3 Component institutions of The University of Texas System are authorized by the current appropriation bill to maintain Revolving Funds to facilitate the payment of nominal expenses and to pay bills within cash discount periods.
 - 3.31 These revolving funds may be used for regular monthly payrolls as well as for weekly and special payrolls.
 - 3.32 Disbursements from the revolving funds are reimbursed from state appropriations on claims filed with the State Comptroller under regularly prescribed procedures. One

CHAPTER III

RECEIPT, CUSTODY, AND DISBURSEMENT OF MONEYS; ABSENCE FROM USUAL AND REGULAR DUTIES INCLUDING TRAVEL

Sec. 1. Receipts, Cash Registers, and Admission Tickets.

- 1.1 No department, division, or individual staff member is authorized to receive money in the name of a component institution of The University of Texas System without prior approval of the institutional business officer and institutional head.
- 1.2 An official receipt in the form prescribed by the institutional business officer shall be issued for all moneys received.
 - 1.21 Where the volume of sales justifies their use, cash registers shall be used with recording tapes listing the amount of each sale. When cash registers are not used, cash sales tickets or receipts shall include, if practical, the name of the purchaser, itemization, and price of the articles sold.
 - 1.22 Admission tickets, including complimentary tickets, shall have the price of admission indicated thereon, and all such tickets shall be prenumbered, except for certain events where the section, row, and seat number are shown. Admission tickets and coupon books shall be purchased for delivery to the institutional business office and issued to the department concerned. Unused tickets or books shall be returned along with a prescribed ticket report to the business office within 30 days from the date of the event, and all receipts from such sales shall be deposited in the business office as outlined later.
 - 1.23 A list showing the names of all persons receiving complimentary tickets shall be furnished the business office as a part of the prescribed ticket report.

Sec. 2. Deposits with Institutional Business Office.

- 2.1 Money received by all departments from all sources shall be deposited in the institutional business office using an official form. The deposits shall be daily if the receipts are \$50 or more, and weekly even if the accumulation is less than \$50. When cash is included, the deposit shall be made in person by a departmental representative to whom an official receipt is issued.

Sec. 2 Deposits with Institutional Business Office.

- 2.1 Money received by all departments from all sources shall be deposited, using an official form, in the institutional business office, unless depositing directly to a special bank account has been specifically authorized by the Deputy Chancellor. The deposits shall be daily if the receipts are \$50 or more, and weekly even if the accumulation is less than \$50. Except for mail deposits authorized under subsections 2.11 and 2.12, the deposit shall be made in person by a departmental representative to whom an official receipt is issued.
- 2.11 Mail deposits by on campus departments are authorized if the amount of each deposit is less than \$100 and does not contain cash (currency).
- 2.12 Mail deposits by off campus activities are authorized if such deposit does not contain cash (currency).
- 2.2 Departments or activities mailing deposits shall maintain adequate record of such deposits, including detailed description of negotiable instruments.
- 2.3 Cash overages or shortages shall be reported to the business office with each deposit. Cash overages are deposited in the business office.
- 2.4 Petty cash funds shall be provided only on approval of, and by arrangement of, the department with the Chief Business Officer. Special petty cash fund bank accounts may be established only with the approval of the Deputy Chancellor.

Sec. 3. Deposits with the State Treasurer.

- 3.1 The current appropriation bill requires that all cash receipts of the general academic teaching institutions be deposited in the State Treasury with the exception of those from auxiliary enterprises, noninstructional services, matriculation fees collected in lieu of student activity fees, agency and restricted funds, endowment funds, student loan funds, and Constitutional College Building Amendment Funds.
- 3.11 To facilitate the transferring of institutional receipts to the State Treasury, it is provided that each institution may open a clearing account in a local depository bank to which it deposits all receipts daily.
- 3.12 Not less than every seven days, the Chief Business Officer shall make remittances to the State Treasury in the form of checks drawn on the clearing account except that a balance of not more than \$500 may be maintained.
- 3.13 The money deposited in the State Treasury shall be paid out via State warrants.

- 3.2 Optionally, the component institutions may use local depository bank accounts instead of the special clearing accounts within the general requirements for deposits and transfers to the State Treasury.
- 3.3 Component institutions of The University of Texas System are authorized by the current appropriation bill to maintain Revolving Funds to facilitate the payment of nominal expenses and to pay bills within cash discount periods.
 - 3.31 These revolving funds may be used for regular monthly payrolls as well as for weekly and special payrolls.

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- 2.2 Cash overages or shortages should be reported at least monthly to the business office. Cash overages are deposited in the business office.
- 2.3 Petty cash funds for making change shall be provided only on approval of, and by arrangement of, the department with the institutional chief business officer. Petty cash funds from which disbursements will be made shall have the approval of the institutional head as well.

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 - 3.11 To facilitate the transferring of institutional receipts to the State Treasury, it is provided that each institution may open a clearing account in a local depository bank to which it deposits all receipts daily.
 - 3.12 Not less than every five days, the institutional business officer shall make remittances to the State Treasury in the form of checks drawn on the clearing account except that a balance of not more than \$500 may be maintained.
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 - 3.32 Disbursements from the revolving funds are reimbursed from state appropriations on claims filed with the State Comptroller under regularly prescribed procedures. One

amount authorized by the Board of Regents, from funds appropriated by the Legislature to the parts of The University of Texas System for non-instructional salaries and general operating expenses. The Comptroller is authorized to draw warrants against this Account based on vouchers submitted by The University of Texas System in payment of salaries, maintenance, equipment or travel incident to the administration and supervision of the parts of The University of Texas System. The State Treasurer is hereby authorized and directed to pay warrants so issued against any funds except instructional salaries appropriated by the Legislature to the parts of said University.

- 3.63 Appropriations to The University of Texas System and to any of the component units or parts of The University of Texas System, except funds appropriated exclusively for salaries, may also be used to reimburse any Revolving Fund operated for the benefit of one or more parts of said University System, such as a motor pool for managing automotive vehicles authorized by this Act, an office supply or laboratory supply center, utility plants, or any other operation of a similar nature established by authority of the Board of Regents of The University of Texas System.
- 3.64 Travel expense incurred by a person employed by one component unit of The University of Texas System in connection with service to another component unit may be reimbursed by the unit for which such services are performed, or proportionately if several units are involved.

Sec. 4. Local Institutional Funds.

- 4.1 All local income, not required to be deposited in the State Treasury, must by law be deposited in official depository banks for safekeeping.
 - 4.11 Depository agreements with official depository banks shall be negotiated, as necessary, by the System Comptroller with those banks approved by the Board of Regents and in accordance with the then current policies of the Board. Such depository agreements shall be executed by the Chairman of the Board of Regents.
 - 4.12 Requests for authorized signatures, or changes thereto, for bank accounts maintained in all depository banks, shall be forwarded to the System Comptroller, who, after review and approval, shall refer such requests to the Deputy Chancellor for notification of the banks concerned.
- 4.2 Depository banks selected shall furnish adequate surety bonds or securities to assure safety of these funds. Local funds shall be deposited in the depository banks as soon as possible, but in no event later than seven days from the date of collection. Demand deposits and time deposits will be maintained in accordance with the current policies of the Board of Regents.

*Amended 11a
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- 3.53 Appropriations to The University of Texas System and to any of the component units or parts of The University of Texas System, except funds appropriated exclusively for salaries, may also be used to reimburse any Revolving Fund operated for the benefit of one or more parts of said University System, such as a motor pool for managing automotive vehicles authorized by this Act, an office supply or laboratory supply center, utility plants, or any other operation of a similar nature established by authority of the Board of Regents of The University of Texas System.
- 3.54 Travel expense incurred by a person employed by one component unit of The University of Texas System in connection with service to another component unit may be reimbursed by the unit for which such services are performed, or proportionately if several units are involved.

Sec. 4. Local Institutional Funds.

- 4.1 All local income, not required to be deposited in the State Treasury, must by law be deposited in official depository banks for safekeeping.
- 4.11 Depository agreements with official depository banks shall be negotiated, as necessary, by the Vice-Chancellor for Business Affairs or his delegate with those banks approved by the Board of Regents and in accordance with the then current policies of the Board. Such depository agreements shall be submitted through the Chancellor to the Board of Regents for approval.
- 4.12 Requests for authorized signatures, or changes thereto, for bank accounts maintained in all depository banks, shall be forwarded to the System Comptroller, who shall refer such requests to the Chancellor for approval and notification of the banks concerned.
- 4.2 Depository banks selected shall furnish adequate surety bonds or securities to assure safety of these funds. Local funds shall be deposited in the depository banks as soon as possible, but in no event later than seven days from the date of collection. The ratio between demand deposits and time deposits will be maintained in accordance with the current policies of the Board of Regents.
- 4.3 The Board of Regents and the institutional heads may not, by law, borrow money from any person, firm, or corporation to be repaid from local funds except as specifically authorized by the Legislature.

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voucher and one warrant may cover a number of claims for this purpose. Reimbursement claims must meet the same requirements as other claims against state appropriations. Each component institution shall prepare a reimbursement claim as of the close of business on the last day of each month or more often as may be expedient to avoid maintaining large revolving funds.

3.33 The Board of Regents shall determine the amounts of the revolving funds and shall designate a depository bank for each such fund, specifying persons authorized to sign checks drawn on such funds. Depository banks shall secure revolving fund deposits as provided by law.

3.4 Under the current appropriation bill, any money deposited into the State Treasury which is subject to refund as provided by law shall be refunded from the fund into which such money was deposited.

3.5 Central Services Accounts and Special Revolving Fund Accounts (Service Departments). Under the current appropriation bill:

3.51 The Board of Regents of The University of Texas System may employ persons to serve two (2) or more parts of The University of Texas System jointly and to pay their salaries in whole or in part from the appropriations made therein to any component unit of The University of Texas System.

3.52 The Board of Regents of The University of Texas System is authorized to establish The University of Texas System Central Services Accounts from which salaries and expenses for the administration, supervision, and operation of parts of The University may be paid to and to require the parts of The University System, and including any agency which may be placed under the administration of the Board of Regents of The University of Texas System by law to pay into this account from any local fees or funds or from moneys appropriated by the Legislature, their proportionate shares as determined by the Board of Regents of The University of Texas System for the expense and administration of said University. The Comptroller of Public Accounts is authorized to set up an account with the above caption and to deposit in said account funds to the amount authorized by the Board of Regents, from funds appropriated by the Legislature to the parts of The University of Texas System for non-instructional salaries and general operating expenses. The Comptroller is authorized to draw warrants against this Account based on vouchers submitted by The University of Texas in payment of salaries, maintenance, equipment or travel incident to the administration and supervision of the parts of The University of Texas System. The State Treasurer is hereby authorized and directed to pay warrants so issued against any funds except instructional salaries appropriated by the Legislature to the parts of said University.

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3.33 The Board of Regents shall determine the amounts of the revolving funds and shall designate a depository bank for each such fund, specifying persons authorized to sign checks drawn on such funds. Depository banks shall secure revolving fund deposits as provided by law.

3.4 Under the current appropriation bill, any money deposited into the State Treasury which is subject to refund as provided by law shall be refunded from the fund into which such money was deposited.

Sec. 4. Local Institutional Funds.

4.1 All local income, not required to be deposited in the State Treasury, must by law be deposited in official depository banks for safekeeping.

4.11 Depository agreements with official depository banks shall be negotiated, as necessary, by the Vice-Chancellor for Business Affairs or his delegate with those banks approved by the Board of Regents and in accordance with the then current policies of the Board. Such depository agreements shall be submitted through the Chancellor to the Board of Regents for approval.

4.12 Requests for authorized signatures, or changes thereto, for bank accounts maintained in all depository banks, shall be forwarded to the System Comptroller, who shall refer such requests to the Chancellor for approval and notification of the banks concerned.

4.2 Depository banks selected shall furnish adequate surety bonds or securities to assure safety of these funds. Local funds shall be deposited in the depository banks as soon as possible, but in no event later than five days from the date of collection. The ratio between demand deposits and time deposits will be maintained in accordance with the current policies of the Board of Regents.

4.3 The Board of Regents and the institutional heads may not, by law, borrow money from any person, firm, or corporation to be repaid from local funds except as specifically authorized by the Legislature.

- 3.32 Disbursements from the revolving funds are reimbursed from state appropriations on claims filed with the State Comptroller under regularly prescribed procedures. One voucher and one warrant may cover a number of claims for this purpose. Reimbursement claims must meet the same requirements as other claims against state appropriations. Each component institution shall prepare a reimbursement claim as of the close of business on the last day of each month or more often as may be expedient to avoid maintaining large revolving funds.
- 3.33 The Board of Regents shall determine the amounts of the revolving funds and shall designate a depository bank for each such fund, specifying persons authorized to sign checks drawn on such funds. Depository banks shall secure revolving fund deposits as provided by law.
- 3.4 Under the current appropriation bill, any money deposited into the State Treasury which is subject to refund as provided by law shall be refunded from the fund into which such money was deposited.
- 3.5 The current appropriation act provides correction procedures should clerical or bookkeeping errors result in any moneys being deposited or cleared into incorrect funds in the State Treasury. Such erroneously deposited or cleared moneys may be transferred to the correct fund or trust and suspense account within the State Treasury upon request of the component institution with the concurrence of the State Comptroller and the State Auditor.
- 3.6 Central Services Accounts and Special Revolving Fund Accounts (Service Departments). Under the current appropriation bill:
- 3.61 The Board of Regents of The University of Texas System may employ persons to serve two (2) or more parts of The University of Texas System jointly and to pay their salaries in whole or in part from the appropriations made therein to any component unit of The University of Texas System.
- 3.62 The Board of Regents of The University of Texas System is authorized to establish The University of Texas System Central Services Accounts from which salaries and expenses for the administration, supervision, and operation of parts of The University may be paid to and to require the parts of The University System, and including any agency which may be placed under the administration of the Board of Regents of The University of Texas System by law to pay into this account from any local fees or funds or from moneys appropriated by the Legislature, their proportionate shares as determined by the Board of Regents of The University of Texas System for the expense and administration of said University. The Comptroller of Public Accounts is authorized to set up an account with the above caption and to deposit in said account funds to the

Sec. 5. Charge Sales. -- The University of Texas System is not allowed, by law, to sell property or service on credit.

Sec. 6. Sales to U. T. Employees. -- Sales of surplus equipment may be made to employees of The University of Texas System or of any of its component institutions only after authorization by the Board of Regents through docket approval.

Sec. 7. Vouchers for Expenditures.

- 7.1 At The University of Texas at Austin, vouchers for disbursement of funds shall be prepared in the departmental offices of the institution. Such vouchers shall be signed by the head of the department, or someone recommended by him in writing and appointed by the Chancellor, and such vouchers shall be approved by an authorized person in the Auditor's Office.
- 7.2 At the other component institutions, vouchers shall be prepared, where possible, in the business offices, and all vouchers shall be approved by the institutional chief business officer or some person to whom he may delegate such authority.
- 7.3 Vouchers shall be prepared on prescribed State of Texas Purchase Voucher Form adapted for institutional use.
- 7.4 Vouchers are to be coded in the business offices within the approved expenditure codes and, if payable by warrant from the State Treasurer, with the proper expenditure classifications furnished by the State Comptroller.
- 7.5 If two or more invoices from the same vendor and chargeable to the same account are to be paid, payment may be by one voucher, even though covered by more than one requisition and/or purchase order except:
 - 7.51 Separate vouchers shall be prepared for contract and noncontract invoices on purchases through the Board of Control.
 - 7.52 Separate vouchers shall be prepared for invoices for purchases made through the Purchasing Division and Printing Division of the Board of Control.
- 7.6 Cash discounts and credits shall be shown in full on the vouchers and shall include the amount and number of the invoice, less discount or other credits, and the net amount. Explanations shall be made for all deductions.

amount authorized by the Board of Regents, from funds appropriated by the Legislature to the parts of The University of Texas System for non-instructional salaries and general operating expenses. The Comptroller is authorized to draw warrants against this Account based on vouchers submitted by The University of Texas System in payment of salaries, maintenance, equipment or travel incident to the administration and supervision of the parts of The University of Texas System. The State Treasurer is hereby authorized and directed to pay warrants so issued against any funds except instructional salaries appropriated by the Legislature to the parts of said University.

- 3.63 Appropriations to The University of Texas System and to any of the component units or parts of The University of Texas System, except funds appropriated exclusively for salaries, may also be used to reimburse any Revolving Fund operated for the benefit of one or more parts of said University System, such as a motor pool for managing automotive vehicles authorized by this Act, an office supply or laboratory supply center, utility plants, or any other operation of a similar nature established by authority of the Board of Regents of The University of Texas System.
- 3.64 Travel expense incurred by a person employed by one component unit of The University of Texas System in connection with service to another component unit may be reimbursed by the unit for which such services are performed, or proportionately if several units are involved.

Sec. 4. Local Institutional Funds.

- 4.1 All local income, not required to be deposited in the State Treasury, must by law be deposited in official depository banks for safekeeping.
- 4.11 Depository agreements with official depository banks shall be negotiated, as necessary, by the Deputy Chancellor or his delegate with those banks approved by the Board of Regents and in accordance with the then current policies of the Board. Such depository agreements shall be executed by the Chairman of the Board of Regents.
- 4.12 Requests for authorized signatures, or changes thereto, for bank accounts maintained in all depository banks, shall be forwarded to the System Comptroller, who shall refer such requests to the Deputy Chancellor for approval and notification of the banks concerned.
- 4.2 Depository banks selected shall furnish adequate surety bonds or securities to assure safety of these funds. Local funds shall be deposited in the depository banks as soon as possible, but in no event later than seven days from the date of collection. Demand deposits and time deposits will be maintained in accordance with the current policies of the Board of Regents.

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- 3. 63 Appropriations to The University of Texas System and to any of the component units or parts of The University of Texas System, except funds appropriated exclusively for salaries, may also be used to reimburse any Revolving Fund operated for the benefit of one or more parts of said University System, such as a motor pool for managing automotive vehicles authorized by this Act, an office supply or laboratory supply center, utility plants, or any other operation of a similar nature established by authority of the Board of Regents of The University of Texas System.
- 3. 64 Travel expense incurred by a person employed by one component unit of The University of Texas System in connection with service to another component unit may be reimbursed by the unit for which such services are performed, or proportionately if several units are involved.

Sec. 4. Local Institutional Funds.

- 4. 1 All local income, not required to be deposited in the State Treasury, must by law be deposited in official depository banks for safekeeping.
 - 4. 11 Depository agreements with official depository banks shall be negotiated, as necessary, by the Executive Vice-Chancellor for Fiscal Affairs or his delegate with those banks approved by the Board of Regents and in accordance with the then current policies of the Board. Such depository agreements shall be executed by the Chairman of the Board of Regents.
 - 4. 12 Requests for authorized signatures, or changes thereto, for bank accounts maintained in all depository banks, shall be forwarded to the System Comptroller, who shall refer such requests to the Executive Vice-Chancellor for Fiscal Affairs for approval and notification of the banks concerned.
4. 2 Depository banks selected shall furnish adequate surety bonds or securities to assure safety of these funds. Local funds shall be deposited in the depository banks as soon as possible, but in no event later than seven days from the date of collection. The ratio between demand deposits and time deposits will be maintained in accordance with the current policies of the Board of Regents.

- 7.7 A red "Rush - Discount" tag shall be attached to the face of the voucher and, in such cases, they shall be handled separately from other vouchers in the business office.

Sec. 8. Vouchers Payable from State Funds (All funds on deposit in State Treasury)

- 8.1 When materials, supplies and other items are purchased through the Board of Control, the original copy of the prescribed purchase voucher form (or the attached invoice) must include a signed certification by the vendor in the form indicated below:

CERTIFICATION

I, _____, do hereby certify that I am _____
 _____, and that I am duly authorized to
 (Title of person certifying)

make this certification for and on behalf of _____
 _____ (Name of payee

_____ . I further certify that the attached
 company/claimant)

invoice is correct and that it corresponds in every particular with the supplies and/or services contracted for. I further certify that the account is true, correct, and unpaid.

 (Signature)

- 8.2 The State Comptroller has indicated that vouchers covering certain claims, authorized under statutes not amended by S. B. 111 and H. B. 362, 60th Legislature, will still require affidavits rather than the certification set forth above.

Sec. 9. Vouchers Payable from Local Funds (All funds not on deposit in State Treasury). Vouchers payable from local funds generally shall be subject to the same requirements as vouchers payable from funds in the State Treasury.

Sec. 10. Outstanding Checks.

- 10.1 Outstanding checks shall be carried on the official accounting records for the two fiscal years following the year in which they are issued. (Example: if issued in 1964-65, they would be carried through August 31, 1967.) Those still outstanding at the end of the second fiscal year after issue shall be cancelled and written off the official accounting records.
- 10.2 Each business office is expected to make diligent effort to minimize the number of such outstanding checks.

- 4.3 The Board of Regents and the institutional heads may not, by law, borrow money from any person, firm, or corporation to be repaid from local funds except as specifically authorized by the Legislature.
- 4.4 Interest on Time Deposits. --As permitted by statute, interest received from depository banks for funds on time deposit shall be credited to appropriate accounts in either general funds or trust funds in relationship to the sources of balances on time deposit, provided that disposition of such earning was not specified by the grantor. Interest received from Current Restricted funds (Trust Funds) time deposits shall be subject to further appropriation or transfer by the Board of Regents for any lawful purpose.

Sec. 5. Sales to U. T. Employees. --Sales of surplus equipment may be made to employees of The University of Texas System or of any of its component institutions only after authorization by the Board of Regents through docket approval.

Sec. 6. Vouchers for Expenditures.

6.1 Properly approved and fully supported vouchers are the authorization for cash disbursements.

6.11 The Chairman of the Board of Regents or his delegate or the Chief Administrative Officer or his delegate must approve all vouchers. One of these delegates shall be the Chief Business Officer who shall select the other delegates from his staff. Such approval is based upon satisfactory supporting documentation evidencing that goods or services were properly ordered, that the vendor has submitted invoice and certification, and that the goods or services have been received by the institution and are acceptable to the requisitioning department.

6.2 Appropriate internal accounting controls shall be exercised over the vouchering and disbursement procedures.

6.21 To the extent that centralized receiving facilities are available, delivery of all purchased supplies, materials, and equipment should be received at a centralized location under the direction of the Chief Business Officer.

6.22 Vouchers should be prepared centrally in the business offices of those component institutions having centralized receiving operations.

6.3 Vouchers are to be coded in the business offices within the approved expenditure codes, and if payable by warrant from the State Treasurer, with the proper expenditure classifications furnished by the State Comptroller.

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6.2 Maximum internal accounting controls should be exercised over the vouchering and disbursement procedures.

6.21 To the extent that centralized receiving facilities are available, delivery of all purchased supplies, materials, and equipment should be received at a centralized location under the direction of the institutional chief business officer.

6.22 Vouchers should be prepared centrally in the business offices of those component institutions having centralized receiving operations.

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c. 11. Institutional Membership Dues. -- Funds of The University of Texas System may be used to pay membership fees only in educational, scientific, or other associations in which the System, or a component institution thereof, is an institutional member, with initial memberships approved by the institutional heads and the Chancellor.

Sec. 12. Payrolls.

- 12.1 There are three general types of payrolls, those for (1) regular salaried employees; (2) weekly salaried employees; and (3) hourly salaried employees.
- 12.2 At The University of Texas at Austin, payrolls for all regular salaried employees, except those for Auxiliary Enterprises, shall be prepared in the Payroll Division of the Auditor's Office and approved by the Auditor or Assistant Auditor.
- 12.21 Vouchers and payrolls for weekly and hourly employees, and regular salaried employees in Auxiliary Enterprises, shall be prepared in triplicate on proper forms by the department concerned. They shall be approved by the head of the department, or someone authorized to sign for him, and shall include the name of the payee, accurate calculations of pay, as well as the account to which charge is made.
- 12.22 Those covered by Workmen's Compensation Insurance shall be so indicated.
- 12.23 Two copies shall be transmitted to the Payroll Division for processing and for approval by the Auditor or Assistant Auditor.
- 12.3 At the other component institutions, all payrolls shall be prepared in the business office from regular budgets, appointment forms and letters, time cards, etc., and approved by the chief business officer or a person designated by him.
- 12.4 If payment for regular salaried employees is for less than a month, the salary shall be figured proportionately on the actual number of days in a given month, e. g., 28, 30, 31.
- 12.5 Deductions for income tax, teacher and employee retirement, and social security, as well as group life insurance, authorized health insurance, tax - sheltered annuities, and savings bonds, are made where applicable on all payrolls.
- 12.6 Dates for distribution of salary checks vary at the component institutions and will be announced by the respective business offices.

- 6.4 If two or more invoices from the same vendor are to be paid, payment may be by one voucher, even though covered by more than one requisition and/or purchase order except:
- 6.41 Separate vouchers shall be prepared for contract and noncontract invoices on purchases through the Board of Control.
 - 6.42 Separate vouchers shall be prepared for invoices for purchases made through the Purchasing Division and Printing Division of the Board of Control.

Sec. 7. Cash Discounts. -- The accounting procedures should be designed to assure realization of advantageous cash discounts allowed by vendors.

Sec. 8. Vouchers Payable from State Funds (All funds on deposit in State Treasury)

In accordance with the statutes, all payment from funds in the State Treasury shall be on voucher forms as prescribed by the State Comptroller. Current requirements for certifications or affidavits as to correctness of such vouchers follow:

- 8.1 Vendor or payee certification will be accepted but is not required except as indicated in Subsection 8.2. Otherwise, voucher certification by an authorized officer of the institution is acceptable, provided the voucher is supported by vendor invoices. This certification requirement is applicable to purchases through the State Board of Control.
- 8.2 Payments for professional fees and services, telephone bills, travel expense accounts, and other items not needing State Board of Control approval, require voucher certification by the vendor or payee.
- 8.3 Vendor affidavits are required by law on vouchers covering payment to newspapers or other periodicals for advertising or published notices.

Sec. 9. Vouchers Payable from Local Funds (All funds not on deposit in State Treasury). Vouchers payable from local funds generally shall be subject to the same requirements as vouchers payable from funds in the State Treasury.

Sec. 10. Outstanding Checks.

- 10.1 Outstanding checks shall be carried on the official accounting records for the two fiscal years following the year in which they are issued.

- 6.4 If two or more invoices from the same vendor are to be paid, payment may be by one voucher, even though covered by more than one requisition and/or purchase order except:
 - 6.41 Separate vouchers shall be prepared for contract and noncontract invoices on purchases through the Board of Control.
 - 6.42 Separate vouchers shall be prepared for invoices for purchases made through the Purchasing Division and Printing Division of the Board of Control.

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- 8.1 When materials, supplies and other items are purchased through the Board of Control, the original copy of the prescribed purchase voucher form (or the attached invoice) must include a signed certification by the vendor in the form indicated below:

CERTIFICATION

I, _____, do hereby certify that I am
 _____,
 (Title of person certifying)

to make this certification for and on behalf of _____
 (Name of Payee)

_____. I further certify that the attached
 company/claimant)
 invoice is correct and that it corresponds in every particular with the supplies and/or services contracted for. I further certify that the account is true, correct, and unpaid.

 (Signature)

- 8.2 The State Comptroller has indicated that vouchers covering certain claims, authorized under statutes not amended by S. B. 111 and H. B. 362, 60th Legislature, will still require affidavits rather than the certification set forth above.

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 - 6.41 Separate vouchers shall be prepared for contract and noncontract invoices on purchases through the Board of Control.
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CERTIFICATION

I, _____, do hereby certify that I am _____, and that I am duly authorized
(Title of person certifying)

to make this certification for and on behalf of _____
(Name of Payee company/claimant).

I further certify that the attached invoice is correct and that it corresponds in every particular with the supplies and/or services contracted for. I further certify that the account is true, correct, and unpaid.

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Sec. 13. Absence from Usual and Regular Duties, Authorization for Absence, Including Travel, and Travel Expense Reimbursement.

13.1 Absence from Usual and Regular Duties.

13.11 Authorization for any member of a faculty or staff of a component institution of The University of Texas System to be absent from his usual and regular duties will be granted only under the following conditions:

- 3.111 When such absence is on state business, which shall include among other purposes, the formal presentation of original researches by an employee before a national, international, regional, or state learned society, and
- 3.112 When appropriate provisions are made to carry on the duties of the absent person without additional expense to the institution.

13.2 Authorization for Absence for Staff Members Whose Regular Duty Does Not Require Travel. -- Authorization for absence from usual and regular duties, including travel from the city or town where the officer or employee is regularly stationed, will be granted by the Board of Regents, or by the administrative officer as hereinafter delegated by the Board, only in advance, as follows:

- 13.21 Requests for authorization to be absent for a period not in excess of two weeks (fourteen calendar days) shall be transmitted through proper administrative channels to the executive head of the component institution for approval. At The University of Texas at Austin, requests for authorization to be absent, including travel on official business, shall be transmitted, with reasons therefor, through proper administrative channels to the Vice-Chancellor (Academic Affairs) for approval, except that if the period does not exceed one week (7 days) the appropriate dean or equivalent administrative officer may approve the request for authorization to be absent.
- 13.22 Requests for authorization to be absent for a period in excess of two weeks, but not in excess of twenty-nine days, including travel on official business, shall be transmitted through proper administrative channels to the Chancellor for approval prior to such absence.
- 13.23 Requests for authorization to be absent for a period in excess of twenty-nine days, (excluding holidays approved by the Board), including travel on official business,

10.2 Each business office is expected to make diligent effort to minimize the number of such outstanding checks.

Sec. 11 Institutional Membership Dues. --Funds of The University of Texas System may be used to pay membership fees only in educational, scientific, or other associations, in which the System, or a component institution thereof, is an institutional member, with memberships approved by the chief administrative officers. Such other approvals as may be required by law shall also be secured.

Sec. 12. Payrolls.

12.1 There are three general types of payrolls, those for (1) regular salaried employees; (2) weekly salaried employees; and (3) hourly salaried employees.

12.2 All payrolls shall be prepared or verified in the business office from regular budgets, appointment documents, authorizations, time cards, or other documentation, and approved by the chief business officer or a person designated by him.

12.3 If payment for regular salaried employees is for less than a month, the salary shall be figured proportionately on the actual number of days in a given month, e.g., 28, 30, 31, or on the actual number of hours worked during the month.

12.4 Deductions for income tax, retirement, social security, and programs authorized by the Board of Regents, such as group insurance, are made where applicable on all payrolls.

12.5 Dates for distribution of salary checks vary at the component institutions and will be announced by the respective business offices.

Sec. 13. Absence from Usual and Regular Duties, Authorization for Absence, Including Travel, and Travel Expense Reimbursement.

13.1 Approvals of travel shall not be routine or perfunctory, but shall be made only after the Chief Administrative Officer or his authorized representative have carefully examined the purpose and need for each trip with a view to the economic and effective utilization of all travel funds.

13.2 Approvals of travel by the Chief Administrative Officer or his authorized representative shall be made only

13.21 When such travel is on state business, which shall include among other purposes, the formal presentation of original research by an employee before a national, international, regional, or state learned society; and

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(Example: if issued in 1964-65, they would be carried through August 31, 1967.) Those still outstanding at the end of the second fiscal year after issue shall be cancelled and written off the official accounting records.

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12.5 Dates for distribution of salary checks vary at the component institutions and will be announced by the respective business offices.

Sec. 13. Absence from Usual and Regular Duties, Authorization for Absence, Including Travel, and Travel Expense Reimbursement.

13.1 Absence from Usual and Regular Duties.

13.11 Authorization for any member of a faculty or staff of a component institution of The University of Texas System to be absent from his usual and regular duties will be granted only under the following conditions:

13.111 When such absence is on state business, which shall include among other purposes, the formal presentation of original researches by an employee before a national,

(Example: if issued in 1964-65, they would be carried through August 31, 1967.) Those still outstanding at the end of the second fiscal year after issue shall be cancelled and written off the official accounting records.

10.2 Each business office is expected to make diligent effort to minimize the number of such outstanding checks.

Sec. 11. Institutional Membership Dues. -- Funds of The University of Texas System may be used to pay membership fees only in educational, scientific, or other associations, in which the System, or a component institution thereof, is an institutional member, with initial memberships approved by the institutional heads and the Chancellor or Deputy Chancellor.

Sec. 12. Payrolls.

12.1 There are three general types of payrolls, those for (1) regular salaried employees; (2) weekly salaried employees; and (3) hourly salaried employees.

12.2 All payrolls shall be prepared or verified in the business office from regular budgets, appointment documents, authorizations, time cards, etc., and approved by the chief business officer or a person designated by him.

12.3 If payment for regular salaried employees is for less than a month, the salary shall be figured proportionately on the actual number of days in a given month, e.g., 28, 30, 31, or on the actual number of hours worked during the month.

12.4 Deductions for income tax, teacher and employee retirement, and social security, as well as group life insurance, authorized health insurance, tax-sheltered annuities, and savings bonds, are made where applicable on all payrolls.

12.5 Dates for distribution of salary checks vary at the component institutions and will be announced by the respective business offices.

Sec. 13. Absence from Usual and Regular Duties, Authorization for Absence, Including Travel, and Travel Expense Reimbursement.

13.1 Absence from Usual and Regular Duties.

13.11 Authorization for any member of a faculty or staff of a component institution of The University of Texas System to be absent from his usual and regular duties will be granted only under the following conditions:

13.111 When such absence is on state business, which shall include among other purposes, the formal presentation of original researches by an employee before a national,

shall be transmitted through proper administrative channels to the Chancellor for approval prior to such absence. Such approvals are to be reported in the regular dockets of the institutions affected.

- 13.24 Requests for authorization to be absent by the administrative officers and staff of Central Administration shall be approved by the Chancellor.
 - 13.25 Any travel which contemplates reimbursement from funds appropriated by the Legislature for travel expenses incurred must have the advance written approval of the Governor, with the exception of travel to, in, and from the several states, United States possessions, Mexico, and Canada. Prior written approval of the Chancellor is required for travel expenses incurred in Canada and Mexico, in addition to the authorizations required in the preceding subsections.
 - 13.26 In lieu of any of the delegations of authority to approve absence from usual and regular duties, including official travel, specified in the above subsections, the Chancellor may exercise such authority.
 - 13.27 The institutional heads of the component institutions shall keep records of all approved absences which shall be available for review by the Chancellor, the Board of Regents, or other duly authorized officers of The University of Texas System.
 - 13.28 Approvals of travel shall not be routine or perfunctory, but shall be made only after the institutional head, or his authorized representatives, have carefully examined the purpose and need for each trip with a view to the economic and effective utilization of all travel funds.
- 13.3 Travel Expense Reimbursements.
- 13.31 Travel expenses shall be reimbursed only from funds appropriated or authorized for travel. Heads of component institutions shall plan the travel of all employees under their authority to achieve maximum economy and efficiency.
 - 13.311 Each travel voucher submitted for reimbursement shall include such a description as to identify persons or places contacted and/or the nature of the official business of the State performed within the legal responsibilities of the institution. When recruiting of faculty and staff is involved, names of persons contacted are required.
 - 13.312 In submitting travel vouchers for payment from funds in the State Treasury, component institutions should recognize the regulations of the State Comptroller

- 13.22 When appropriate provisions are made to carry on the duties of the absent person without additional expense to the institution.
- 13.3 Authorization for Absence for Staff Members Whose Regular Duties Do Not Require Travel. --Authorization for absence from usual and regular duties, including travel from the city or town where the officer or employee is regularly stationed, will be granted by the Board of Regents, or by the administrative officer as hereinafter delegated by the Board, only in advance, as follows:
- 13.31 Requests for authorization to be absent for a period not in excess of two weeks (fourteen calendar days) shall be transmitted through proper administrative channels to the Chief Administrative Officer of the component institution for approval.
- 13.32 Requests for authorization to be absent for a period in excess of two weeks, but not in excess of twenty-nine days, including travel on official business, shall be transmitted through proper administrative channels to the Deputy Chancellor for approval prior to such absence.
- 13.33 Requests for authorization to be absent for a period in excess of twenty-nine days, (excluding holidays approved by the Board), including travel on official business, shall be transmitted through proper administrative channels to the Deputy Chancellor for approval prior to such absence. Such approvals are to be reported in the regular dockets of the institutions affected.
- 13.34 Requests for authorization to be absent by the administrative officers and staff of System Administration shall be approved by the Deputy Chancellor.
- 13.35 Any travel that contemplates reimbursement from funds appropriated by the Legislature for travel expenses incurred must have the advance written approval of the Governor, with the exception of travel to, in, and from the several states, United States possessions, Mexico, and Canada.
- 13.36 In lieu of any of the delegations of authority to approve absence from usual and regular duties, including official travel, specified in the above subsections, the Deputy Chancellor may exercise such authority.
- 13.37 The Chief Administrative Officers of the component institutions shall keep records of all approved absences which shall be available for review by the Deputy Chancellor and the Board of Regents, or other duly authorized officers of The University of Texas System.
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- 13.22 When appropriate provisions are made to carry on the duties of the absent person without additional expense to the institution.
- 13.3 Authorization for Absence for Staff Members Whose Regular Duties Do Not Require Travel. --Authorization for absence from usual and regular duties, including travel from the city or town where the officer or employee is regularly stationed, will be granted by the Board of Regents, or by the administrative officer as hereinafter delegated by the Board, only in advance, as follows:
- 13.31 Requests for authorization to be absent for a period not in excess of two weeks (fourteen calendar days) shall be transmitted through proper administrative channels to the Chief Administrative Officer of the component institution for approval.
- 13.32 Requests for authorization to be absent for a period in excess of two weeks, but not in excess of twenty-nine days, including travel on official business, shall be transmitted through proper administrative channels to the Chancellor for approval prior to such absence.
- 13.33 Requests for authorization to be absent for a period in excess of twenty-nine days, (excluding holidays approved by the Board), including travel on official business, shall be transmitted through proper administrative channels to the Chancellor for approval prior to such absence. Such approvals are to be reported in the regular dockets of the institutions affected.
- 13.34 Requests for authorization to be absent by the administrative officers and staff of System Administration shall be approved by the Chancellor.
- 13.35 Any travel that contemplates reimbursement from funds appropriated by the Legislature for travel expenses incurred must have the advance written approval of the Governor, with the exception of travel to, in, and from the several states, United States possessions, Mexico, and Canada.
- 13.36 In lieu of any of the delegations of authority to approve absence from usual and regular duties, including official travel, specified in the above subsections, the Chancellor may exercise such authority.
- 13.37 The Chief Administrative Officers of the component institutions shall keep records of all approved absences which shall be available for review by the Chancellor and the Board of Regents, or other duly authorized officers of The University of Texas System.

13.22 When appropriate provisions are made to carry on the duties of the absent person without additional expense to the institution.

13.3 Authorization for Absence for Staff Members Whose Regular Duties Do Not Require Travel. --Authorization for absence from usual and regular duties, including travel from the city or town where the officer or employee is regularly stationed, will be granted by the Board of Regents, or by the administrative officer as hereinafter delegated by the Board, only in advance, as follows:

13.31 Requests for authorization to be absent for a period not in excess of two weeks (fourteen calendar days) shall be transmitted through proper administrative channels to the executive head of the component institution for approval.

13.32 Requests for authorization to be absent for a period in excess of two weeks, but not in excess of twenty-nine days, including travel on official business, shall be transmitted through proper administrative channels to the Chancellor for approval prior to such absence.

13.33 Requests for authorization to be absent for a period in excess of twenty-nine days, (excluding holidays approved by the Board), including travel on official business, shall be transmitted through proper administrative channels to the Chancellor for approval prior to such absence. Such approvals are to be reported in the regular dockets of the institutions affected.

13.34 Requests for authorization to be absent by the administrative officers and staff of System Administration shall be approved by the Chancellor.

13.35 Any travel that contemplates reimbursement from funds appropriated by the Legislature for travel expenses incurred must have the advance written approval of the Governor, with the exception of travel to, in, and from the several states, United States possessions, Mexico, and Canada. Prior written approval of the Chancellor is required for travel expenses incurred in Canada and Mexico, in addition to the authorizations required in the preceding subsections.

13.36 In lieu of any of the delegations of authority to approve absence from usual and regular duties, including official travel, specified in the above subsections, the Chancellor may exercise such authority.

13.37 The institutional heads of the component institutions shall keep records of all approved absences which shall be available for review by the Chancellor and the Board of Regents, or other duly authorized officers of The University of Texas System.

13.112 international, regional, or state learned society, and When appropriate provisions are made to carry on the duties of the absent person without additional expense to the institution.

13.2 Authorization for Absence for Staff Members Whose Regular Duties Do Not Require Travel. --Authorization for absence from usual and regular duties, including travel from the city or town where the officer or employee is regularly stationed, will be granted by the Board of Regents, or by the administrative officer as hereinafter delegated by the Board, only in advance, as follows:

13.21 Requests for authorization to be absent for a period not in excess of two weeks (fourteen calendar days) shall be transmitted through proper administrative channels to the executive head of the component institution for approval.

13.22 Requests for authorization to be absent for a period in excess of two weeks, but not in excess of twenty-nine days, including travel on official business, shall be transmitted through proper administrative channels to the Chancellor for approval prior to such absence.

13.23 Requests for authorization to be absent for a period in excess of twenty-nine days, (excluding holidays approved by the Board), including travel on official business, shall be transmitted through proper administrative channels to the Chancellor for approval prior to such absence. Such approvals are to be reported in the regular dockets of the institutions affected.

13.24 Requests for authorization to be absent by the administrative officers and staff of System Administration shall be approved by the Chancellor.

13.25 Any travel that contemplates reimbursement from funds appropriated by the Legislature for travel expenses incurred must have the advance written approval of the Governor, with the exception of travel to, in, and from the several states, United States possessions, Mexico, and Canada. Prior written approval of the Chancellor is required for travel expenses incurred in Canada and Mexico, in addition to the authorizations required in the preceding subsections.

13.26 In lieu of any of the delegations of authority to approve absence from usual and regular duties, including official travel, specified in the above subsections, the Chancellor may exercise such authority.

13.27 The institutional heads of the component institutions shall keep records of all approved absences which shall be available for review by the Chancellor and the Board of Regents, or other duly authorized officers of The University of Texas System.

13.112 international, regional, or state learned society, and When appropriate provisions are made to carry on the duties of the absent person without additional expense to the institution.

13.2 Authorization for Absence for Staff Members Whose Regular Duty Does Not Require Travel. --Authorization for absence from usual and regular duties, including travel from the city or town where the officer or employee is regularly stationed, will be granted by the Board of Regents, or by the administrative officer as hereinafter delegated by the Board, only in advance, as follows:

- 13.21 Requests for authorization to be absent for a period not in excess of two weeks (fourteen calendar days) shall be transmitted through proper administrative channels to the executive head of the component institution for approval.
- 13.22 Requests for authorization to be absent for a period in excess of two weeks, but not in excess of twenty-nine days, including travel on official business, shall be transmitted through proper administrative channels to the Chancellor-Elect for approval prior to such absence.
- 13.23 Requests for authorization to be absent for a period in excess of twenty-nine days, (excluding holidays approved by the Board), including travel on official business, shall be transmitted through proper administrative channels to the Chancellor-Elect for approval prior to such absence. Such approvals are to be reported in the regular dockets of the institutions affected.
- 13.24 Requests for authorization to be absent by the administrative officers and staff of System Administration shall be approved by the Chancellor or Chancellor-Elect.
- 13.25 Any travel that contemplates reimbursement from funds appropriated by the Legislature for travel expenses incurred must have the advance written approval of the Governor, with the exception of travel to, in, and from the several states, United States possessions, Mexico, and Canada. Prior written approval of the Chancellor or Chancellor-Elect is required for travel expenses incurred in Canada and Mexico, in addition to the authorizations required in the preceding subsections.
- 13.26 In lieu of any of the delegations of authority to approve absence from usual and regular duties, including official travel, specified in the above subsections, the Chancellor or Chancellor-Elect may exercise such authority.
- 13.27 The institutional heads of the component institutions shall keep records of all approved absences which shall be available for review by the Chancellor, the Chancellor-Elect, the Board of Regents, or other duly authorized officers of The University of Texas System.

international, regional, or state learned society, and
13.112 When appropriate provisions are made to carry on the duties of the absent person without additional expense to the institution.

- 13.2 Authorization for Absence for Staff Members Whose Regular Duty Does Not Require Travel. --Authorization for absence from usual and regular duties, including travel from the city or town where the officer or employee is regularly stationed, will be granted by the Board of Regents, or by the administrative officer as hereinafter delegated by the Board, only in advance, as follows:
- 13.21 Requests for authorization to be absent for a period not in excess of two weeks (fourteen calendar days) shall be transmitted through proper administrative channels to the executive head of the component institution for approval.
 - 13.22 Requests for authorization to be absent for a period in excess of two weeks, but not in excess of twenty-nine days, including travel on official business, shall be transmitted through proper administrative channels to the Deputy Chancellor for approval prior to such absence.
 - 13.23 Requests for authorization to be absent for a period in excess of twenty-nine days, (excluding holidays approved by the Board), including travel on official business, shall be transmitted through proper administrative channels to the Deputy Chancellor for approval prior to such absence. Such approvals are to be reported in the regular dockets of the institutions affected.
 - 13.24 Requests for authorization to be absent by the administrative officers and staff of System Administration shall be approved by the Chancellor or Deputy Chancellor.
 - 13.25 Any travel which contemplates reimbursement from funds appropriated by the Legislature for travel expenses incurred must have the advance written approval of the Governor, with the exception of travel to, in, and from the several states, United States possessions, Mexico, and Canada. Prior written approval of the Chancellor or Deputy Chancellor is required for travel expenses incurred in Canada and Mexico, in addition to the authorizations required in the preceding subsections.
 - 13.26 In lieu of any of the delegations of authority to approve absence from usual and regular duties, including official travel, specified in the above subsections, the Chancellor or Deputy Chancellor may exercise such authority.
 - 13.27 The institutional heads of the component institutions shall keep records of all approved absences which shall be available for review by the Chancellor, the Deputy Chancellor, the Board of Regents, or other duly authorized officers of The University of Texas System.

with respect to travel expense accounts, including the provision that "No travel expense account can be presented for payment until after the month in which it is incurred", and the interpretation that not more than one travel voucher is to be submitted for each month. When there is more than one trip a month by a staff member, all such trips should either be combined on the same travel voucher, or separate vouchers should be combined under a single "cover" voucher for submission to the State Comptroller.

13.32 Travel vouchers for reimbursement of all official travel authorized pursuant to the foregoing provisions shall be approved and signed as follows:

13.321 Central Administration - Reimbursement for all travel shall be approved either by the Chancellor or by the Auditor or Assistant Auditor of The University of Texas at Austin.

13.322 Component Institutions - Reimbursement for all travel by employees of the component institutions shall be approved either by the Chancellor or by the administrative officers designated below:

The University of Texas at Austin - the Vice-Chancellor for Academic Affairs, the Business Manager, the Auditor, or the Assistant Auditor.

The University of Texas at El Paso - the President, Vice-President, or the Business Manager.

The University of Texas Medical Branch at Galveston - the President, the Vice-Presidents for Administration or Business Affairs, or the Business Manager.

The University of Texas Southwestern Medical School at Dallas - the Dean, the Assistant Dean for Business Affairs, or the Business Manager.

The University of Texas Dental Branch at Houston - the Dean or the Business Manager.

The University of Texas M. D. Anderson Hospital and Tumor Institute at Houston - the Director, the Administrator, or the Business Manager.

13.4 Travel Expense Reimbursements.

13.41 Travel expenses shall be reimbursed only from funds appropriated or authorized for travel. The Chief Administrative Officers shall plan the travel of all employees under their authority to achieve maximum economy and efficiency.

13.411 Each travel voucher submitted for reimbursement shall include such a description as to identify persons or places contacted and/or the nature of the official business of the State performed within the legal responsibilities of the institution.

When recruiting of faculty and staff is involved, names of persons contacted are required.

13.412 In submitting travel vouchers for payment from funds in the State Treasury, component institutions should recognize the regulations of the State Comptroller with respect to travel expense accounts.

13.42 Travel vouchers for reimbursement of all official travel authorized pursuant to the foregoing provisions shall be approved and signed as follows:

13.421 System Administration - Reimbursement for all travel by employees of the System Administration shall be approved either by the Chancellor, the Deputy Chancellor for Administration, the Assistant to the Deputy Chancellor for Administration, or the Director of Accounting or Assistant Director of Accounting of The University of Texas at Austin.

13.422 Component Institutions - Reimbursement for all travel by employees of the component institutions shall be approved either by the Chancellor or by the administrative officers designated below:
Chief Administrative Officer (President or Dean) or Chief Business Officer (Vice-President for Business Affairs, Associate Dean for Business Affairs, or Business Manager) or other senior administrative or fiscal officers as may be delegated in writing by the Chief Administrative Officer and the Chief Business Officer. Such delegations shall be approved by the Deputy Chancellor for Administration and filed with the Secretary to

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13.421 System Administration - Reimbursement for all travel by employees of the System Administration shall be approved either by the Deputy Chancellor, the Assistant to the Deputy Chancellor, or the Director of Accounting or Assistant Director of Accounting of The University of Texas at Austin.

13.422 Component Institutions - Reimbursement for all travel by employees of the component institutions shall be approved either by the Deputy Chancellor or by the administrative officers designated below:

Chief Administrative Officer (President) or Chief Business Officer (Vice-President for Business Affairs or Business Manager) or other senior administrative or fiscal officers as may be delegated in writing by the Chief Administrative Officer and the Chief Business Officer. Such delegations shall be approved by the Deputy Chancellor and filed with the Secretary to the Board of Regents and the State Comptroller of Public Accounts, together with the names of the individuals occupying the positions named.

13.4 Travel Expense Reimbursements.

13.41 Travel expenses shall be reimbursed only from funds appropriated or authorized for travel. The Chief Administrative Officers shall plan the travel of all employees under their authority to achieve maximum economy and efficiency.

13.411 Each travel voucher submitted for reimbursement shall include such a description as to identify persons or places contacted and/or the nature of the official business of the State performed within the legal responsibilities of the institution.

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13.421 System Administration - Reimbursement for all travel by employees of the System Administration shall be approved either by the Deputy Chancellor, the Assistant to the Deputy Chancellor, or the Director of Accounting or Assistant Director of Accounting of The University of Texas at Austin.

13.422 Component Institutions - Reimbursement for all travel by employees of the component institutions shall be approved either by the Deputy Chancellor or by the administrative officers designated below: Chief Administrative Officer (President or Dean) or Chief Business Officer (Vice-President for Business Affairs, Associate Dean for Business Affairs, or Business Manager) or other senior administrative or fiscal officers as may be delegated in writing by the Chief Administrative Officer and the Chief Business Officer. Such delegations shall be approved by the Deputy Chancellor and filed with the Secretary to

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13.412 In submitting travel vouchers for payment from funds in the State Treasury, component institutions should recognize the regulations of the State Comptroller with respect to travel expense accounts, including the provision that "No travel expense account can be presented for payment until after the month in which it is incurred," and the interpretation that not more than one travel voucher is to be submitted for each month. When there is more than one trip a month by a staff member, all such trips should either be combined on the same travel voucher, or separate vouchers should be combined under a single "cover" voucher for submission to the State Comptroller.

13.42 Travel vouchers for reimbursement of all official travel authorized pursuant to the foregoing provisions shall be approved and signed as follows:

13.421 System Administration - Reimbursement for all travel by employees of the System Administration shall be approved either by the Chancellor, the Deputy Chancellor for Administration, the Assistant to the Deputy Chancellor for Administration, or the Director of Accounting or Assistant Director of Accounting of The University of Texas at Austin.

13.422 Component Institutions - Reimbursement for all travel by employees of the component institutions shall be approved either by the Chancellor or by the administrative officers designated below:

Chief Administrative Officer (President or Dean) or Chief Business Officer (Vice-President for Business Affairs, Associate Dean for Business Affairs, or Business Manager) or other senior administrative or fiscal officers as may be delegated in writing by the Chief Administrative Officer and the Chief Business Officer. Such delegations shall be approved by the Deputy Chancellor for Administration and filed with the Secretary to

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13.421 System Administration - Reimbursement for all travel by employees of the System Administration shall be approved either by the Chancellor, the Deputy Chancellor for Administration, the Assistant to the Deputy Chancellor for Administration, or the Director of Accounting or Assistant Director of Accounting of The University of Texas at Austin.

13.422 Component Institutions - Reimbursement for all travel by employees of the component institutions shall be approved either by the Chancellor or by the administrative officers designated below:

Chief Administrative Officer (President or Dean) or Chief Business Officer (Vice-President for Business Affairs, Associate Dean for Business Affairs, or Business Manager) or other senior administrative or

13.28 Approvals of travel shall not be routine or perfunctory, but shall be made only after the institutional head, or his authorized representatives, have carefully examined the purpose and need for each trip with a view to the economic and effective utilization of all travel funds.

13.3 Travel Expense Reimbursements.

13.31 Travel expenses shall be reimbursed only from funds appropriated or authorized for travel. Heads of component institutions shall plan the travel of all employees under their authority to achieve maximum economy and efficiency.

13.311 Each travel voucher submitted for reimbursement shall include such a description as to identify persons or places contacted and/or the nature of the official business of the State performed within the legal responsibilities of the institution.

When recruiting of faculty and staff is involved, names of persons contacted are required.

13.312 In submitting travel vouchers for payment from funds in the State Treasury, component institutions should recognize the regulations of the State Comptroller with respect to travel expense accounts, including the provision that "No travel expense account can be presented for payment until after the month in which it is incurred," and the interpretation that not more than one travel voucher is to be submitted for each month. When there is more than one trip a month by a staff member, all such trips should either be combined on the same travel voucher, or separate vouchers should be combined under a single "cover" voucher for submission to the State Comptroller.

13.32 Travel vouchers for reimbursement of all official travel authorized pursuant to the foregoing provisions shall be approved and signed as follows:

13.321 System Administration - Reimbursement for all travel by employees of the System Administration shall be approved either by the Chancellor, the Deputy Chancellor for Administration, or by the Director of Accounting or Assistant Director of Accounting of The University of Texas at Austin.

13.322 Component Institutions - Reimbursement for all travel by employees of the component institutions shall be approved either by the Chancellor or by the administrative officers designated below:

Chief Administrative Officer (President or Dean) or Chief Business Officer (Vice-President for Business Affairs, Associate Dean for Business Affairs, or Business Manager) or other senior administrative or

13.28 Approvals of travel shall not be routine or perfunctory, but shall be made only after the institutional head, or his authorized representatives, have carefully examined the purpose and need for each trip with a view to the economic and effective utilization of all travel funds.

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When recruiting of faculty and staff is involved, names of persons contacted are required.

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13.32 Travel vouchers for reimbursement of all official travel authorized pursuant to the foregoing provisions shall be approved and signed as follows:

13.321 System Administration - Reimbursement for all travel by employees of the System Administration shall be approved either by the Chancellor, Chancellor-Elect, Deputy Chancellor for Administration, or by the Director of Accounting or Assistant Director of Accounting of The University of Texas at Austin.

13.322 Component Institutions - Reimbursement for all travel by employees of the component institutions shall be approved either by the Chancellor, the Chancellor-Elect, or by the administrative officers designated below:

Chief Administrative Officer (President or Dean) or Chief Business Officer (Vice-President for Business Affairs, Associate Dean for Business Affairs, or Business Manager) or other senior administrative or fiscal offi-

13.28 Approvals of travel shall not be routine or perfunctory, but shall be made only after the institutional head, or his authorized representatives, have carefully examined the purpose and need for each trip with a view to the economic and effective utilization of all travel funds.

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13.32 Travel vouchers for reimbursement of all official travel authorized pursuant to the foregoing provisions shall be approved and signed as follows:

13.321 System Administration - Reimbursement for all travel by employees of the System Administration shall be approved either by the Chancellor, Deputy Chancellor, Executive Vice-Chancellor for Fiscal Affairs or by the Director of Accounting or Assistant Director of Accounting of The University of Texas at Austin.

13.322 Component Institutions - Reimbursement for all travel by employees of the component institutions shall be approved either by the Chancellor, the Deputy Chancellor, or by the administrative officers designated below:

Chief Administrative Officer (President or Dean)
or Chief Business Officer (Vice-President for Business Affairs, Associate Dean for Business Affairs, or Business Manager) or other senior administrative or fiscal officers as may be

The University of Texas Graduate School of Biomedical Sciences at Houston - the Dean or the Business Manager.

The University of Texas Medical School at San Antonio - the Dean or the Business Manager.

The University of Texas at Arlington - the President; the Vice-President, Fiscal Affairs; or the Business Manager.

The University of Texas Nursing School (system-wide) - the Vice-Chancellor for Health Affairs, the Dean, or the Acting Dean (system offices).

13.33 Per Diem Allowances.-- Travel Status for Continuous Period of Twenty-Four (24) Hours or More - An employee who is travelling on official University business and is in continuous travel for a period of twenty-four (24) hours or more will be reimbursed at per diem rates, in lieu of actual expenses for meals and lodging, in accordance with the following schedule:

	Rates	
	In State	Out of State
Per diem per calendar day	\$14.00	\$17.00
One-fourth (1/4) the rate for a calendar day for each period of six (6) hours or fraction thereof (at least 2 hours)	3.50	4.25

13.34 Partial per Diem for Meals and Lodging.

13.341 An employee who is traveling on official University business for a continuous period of a minimum of six (6) hours but less than twenty-four (24) hours which does not involve over-night stay will be reimbursed a partial per diem for meals in lieu of actual expenses. In no event will the total of this partial per diem allowance exceed \$4.00 per day, and individual meal allowances will not exceed the following:

13.3411 Breakfast allowance if the employee departs from designated headquarters before 7:00 A. M. (or, in case of his return to designated headquarters after 7:00 A.M.). \$1.25

13.3412 Lunch allowance if the employee is away from his designated headquarters after 1:00 P.M. \$1.50

The University of Texas Graduate School of Biomedical Sciences at Houston - the Dean or the Business Manager.

The University of Texas Medical School at San Antonio - the Dean or the Business Manager.

The University of Texas at Arlington - the President; the Vice-President, Fiscal Affairs; or the Business Manager.

13.33 Per Diem Allowances. -- Travel Status for Continuous Period of Twenty-Four (24) Hours or More - An employee who is travelling on official University business and is in continuous travel for a period of twenty-four (24) hours or more will be reimbursed at per diem rates, in lieu of actual expenses for meals and lodging, in accordance with the following schedule:

	Rates	
	In State	Out of State
Per diem per calendar day	\$14.00	\$17.00
One-fourth (1/4) the rate for a calendar day for each period of six (6) hours or fraction thereof (at least 2 hours)	3.50	4.25

13.34 Partial per Diem for Meals and Lodging.

13.341 An employee who is traveling on official University business for a continuous period of a minimum of six (6) hours but less than twenty-four (24) hours which does not involve over-night stay will be reimbursed a partial per diem for meals in lieu of actual expenses. In no event will the total of this partial per diem allowance exceed \$4.00 per day, and individual meal allowances will not exceed the following:

- 13.3411 Breakfast allowance if the employee departs from designated headquarters before 7:00 A.M. (or, in case of his return to designated headquarters after 7:00 A.M.). \$1.25
- 13.3412 Lunch allowance if the employee is away from his designated headquarters after 1:00 P.M. \$1.50

- 13.43 Allowances for Meals and Lodging. --Travel Status for Continuous Period of Twenty-Four (24) Hours or More. -- An employee who is traveling on official University business and is in continuous travel for a period of twenty-four (24) hours or more will be reimbursed in accordance with the following:
- 13.431 In-State--A per diem allowance, in lieu of actual expenses for meals and lodging, will be paid at the rate of \$22.00 per calendar day, and at the rate of \$5.50 for each period of six (6) hours or fraction thereof (at least 2 hours).
- 13.432 Out-of-State--Actual cost of meals, lodging, and airport parking fees, not to exceed \$35.00 per day. Receipts are required for the lodging to be reimbursed.
- 13.44 Partial Per Diem for Meals and Lodging.
- 13.441 An employee who is traveling on official University business for a continuous period of a minimum of six (6) hours but less than twenty-four (24) hours which does not involve over-night stay will be reimbursed a partial per diem for meals in lieu of actual expenses for both in-state and out-of-state travel. In no event will the total of this partial per diem allowance exceed \$7.00 per day, and individual meal allowances will not exceed the following:
- 13.4411 Breakfast allowance if the employee departs from designated headquarters before 7:00 a. m. (or, in the case of his return to designated headquarters after 7:00 a. m.) \$2.00
- 13.4412 Lunch allowance if the employee is away from his designated headquarters after 1:00 p. m. \$3.00
- 13.4413 Dinner allowance if the employee is away from his designated headquarters after 7:00 p. m. \$5.00
- 13.442 An employee who is traveling on official University business in-state for a continuous period of a minimum of six (6) hours but less than twenty-four (24) hours which does involve overnight stay will be reimbursed for meals and lodging in an amount not in excess of \$22.00 at the rate of \$5.50 for each six (6) hour period involved or fraction thereof (at least 2 hours).

As amended 3/14/75

the Board of Regents and the State Comptroller of Public Accounts, together with the names of the individuals occupying the positions named.

13.43 Allowances for Meals and Lodging. --Travel Status for Continuous Period of Twenty-Four (24) Hours or More. -- An employee who is traveling on official University business and is in continuous travel for a period of twenty-four (24) hours or more will be reimbursed in accordance with the following:

13.431 In-State-- A per diem allowance, in lieu of actual expenses for meals and lodging, will be paid at the rate of \$22.00 per calendar day, and at the rate of \$5.50 for each period of six (6) hours or fraction thereof (at least 2 hours).

13.432 Out-of-State--Actual cost of meals, lodging, and airport parking fees, not to exceed \$35.00 per day. Receipts are required for the lodging to be reimbursed.

13.44 Partial Per Diem for Meals and Lodging.

13.441 An employee who is traveling on official University business for a continuous period of a minimum of six (6) hours but less than twenty-four (24) hours which does not involve over-night stay will be reimbursed a partial per diem for meals in lieu of actual expenses for both in-state and out-of-state travel. In no event will the total of this partial per diem allowance exceed \$7.00 per day, and individual meal allowances will not exceed the following:

- 13.4411 Breakfast allowance if the employee departs from designated headquarters before 7:00 a. m. (or, in the case of his return to designated headquarters after 7:00 a. m.) \$2.00
- 13.4412 Lunch allowance if the employee is away from his designated headquarters after 1:00 p. m. \$3.00
- 13.4413 Dinner allowance if the employee is away from his designated headquarters after 7:00 p. m. \$5.00

13.442 An employee who is traveling on official University business in-state for a continuous period of a minimum of six (6) hours but less than twenty-four (24) hours which does involve overnight stay will be reimbursed for meals and lodging in an amount not in excess of \$22.00 at the rate of \$5.50 for each six (6) hour period involved or fraction thereof (at least 2 hours).

As amended 7/27/73

the Board of Regents and the State Comptroller of Public Accounts, together with the names of the individuals occupying the positions named.

13. 43 Allowances for Meals and Lodging. --Travel Status for continuous Period of Twenty-Four (24) Hours or More. -- An employee who is traveling on official University business and is in continuous travel for a period of twenty-four (24) hours or more will be reimbursed in accordance with the following:
13. 431 In-State--A per diem allowance, in lieu of actual expenses for meals and lodging, will be paid at the rate of \$18.00 per calendar day, and at the rate of \$4.50 for each period of six (6) hours or fraction thereof (at least 2 hours).
13. 432 Out-of-State--Actual cost of meals, lodging, and airport parking fees, not to exceed \$35.00 per day. Receipts are required for the lodging to be reimbursed.
13. 44 Partial Per Diem for Meals and Lodging.
13. 441 An employee who is traveling on official University business for a continuous period of a minimum of six (6) hours but less than twenty-four (24) hours which does not involve over-night stay will be reimbursed a partial per diem for meals in lieu of actual expenses for both in-state and out-of-state travel. In no event will the total of this partial per diem allowance exceed \$7.00 per day, and individual meal allowances will not exceed the following:
13. 4411 Breakfast allowance if the employee departs from designated headquarters before 7:00 a. m. (or, in the case of his return to designated headquarters after 7:00 a. m.) \$2.00
13. 4412 Lunch allowance if the employee is away from his designated headquarters after 1:00 p. m. \$3.00
13. 4413 Dinner allowance if the employee is away from his designated headquarters after 7:00 p. m. \$5.00
13. 442 An employee who is traveling on official University business in-state for a continuous period of a minimum of six (6) hours but less than twenty-four (24) hours which does involve over-night stay will be reimbursed for meals and lodging in an amount not in excess of \$18.00 at the rate of \$4.50 for each six (6) hour period involved or fraction thereof (at least 2 hours).

As amended 1/26/73

the Board of Regents and the State Comptroller of Public Accounts, together with the names of the individuals occupying the positions named.

13.43 Allowances for Meals and Lodging. --Travel Status for continuous Period of Twenty-Four (24) Hours or More. -- An employee who is traveling on official University business and is in continuous travel for a period of twenty-four (24) hours or more will be reimbursed in accordance with the following:

13.431 In-State--A per diem allowance, in lieu of actual expenses for meals and lodging, will be paid at the rate of \$16.00 per calendar day, and at the rate of \$4.00 for each period of six (6) hours or fraction thereof (at least 2 hours).

13.432 Out-of-State--Actual cost of meals, lodging, and airport parking fees, not to exceed \$35.00 per day. Receipts are required for the lodging to be reimbursed.

13.44 Partial Per Diem for Meals and Lodging.

13.441 An employee who is traveling on official University business for a continuous period of a minimum of six (6) hours but less than twenty-four (24) hours which does not involve over-night stay will be reimbursed a partial per diem for meals in lieu of actual expenses for both in-state and out-of-state travel. In no event will the total of this partial per diem allowance exceed \$7.00 per day, and individual meal allowances will not exceed the following:

13.4411 Breakfast allowance if the employee departs from designated headquarters before 7:00 a. m. (or, in the case of his return to designated headquarters after 7:00 a. m.) \$2.00

13.4412 Lunch allowance if the employee is away from his designated headquarters after 1:00 p. m. \$3.00

13.4413 Dinner allowance if the employee is away from his designated headquarters after 7:00 p. m. \$5.00

13.442 An employee who is traveling on official University business in-state for a continuous period of a minimum of six (6) hours but less than twenty-four (24) hours which does involve over-night stay will be reimbursed for meals and lodging in an amount not in excess of \$16.00 at the rate of \$4.00 for each six (6) hour period involved or fraction thereof (at least 2 hours).

the Board of Regents and the State Comptroller of Public Accounts, together with the names of the individuals occupying the positions named.

13.43 Allowances for Meals and Lodging. --Travel Status for continuous Period of Twenty-Four (24) Hours or More. -- An employee who is traveling on official University business and is in continuous travel for a period of twenty-four (24) hours or more will be reimbursed in accordance with the following:

13.431 In-State--A per diem allowance, in lieu of actual expenses for meals and lodging, will be paid at the rate of \$16.00 per calendar day, and at the rate of \$4.00 for each period of six (6) hours or fraction thereof (at least 2 hours).

13.432 Out-of-State--Actual cost of meals, lodging and incidental expenses, not to exceed \$35.00. Receipts are required for the lodging to be reimbursed.

13.44 Partial Per Diem for Meals and Lodging.

13.441 An employee who is traveling on official University business for a continuous period of a minimum of six (6) hours but less than twenty-four (24) hours which does not involve over-night stay will be reimbursed a partial per diem for meals in lieu of actual expenses for both in-state and out-of-state travel. In no event will the total of this partial per diem allowance exceed \$7.00 per day, and individual meal allowances will not exceed the following:

- 13.4411 Breakfast allowance if the employee departs from designated headquarters before 7:00 a. m. (or, in the case of his return to designated headquarters after 7:00 a. m.) \$2.00
- 13.4412 Lunch allowance if the employee is away from his designated headquarters after 1:00 p. m. \$3.00
- 13.4413 Dinner allowance if the employee is away from his designated headquarters after 7:00 p. m. \$5.00

13.442 An employee who is traveling on official University business in-state for a continuous period of a minimum of six (6) hours but less than twenty-four (24) hours which does involve over-night stay will be reimbursed for meals and lodging in an amount not in excess of \$16.00 at the rate of \$4.00 for each six (6) hour period involved or fraction thereof (at least 2 hours).

fiscal officers as may be delegated in writing by the Chief Administrative Officer and the Chief Business Officer. Such delegations shall be approved by the Deputy Chancellor for Administration and filed with the Secretary to the Board of Regents and the State Comptroller of Public Accounts, together with the names of the individuals occupying the positions named.

- 13. 43 Per Diem Allowances. --Travel Status for Continuous Period of Twenty-Four (24) Hours or More--An employee who is traveling on official University business and is in continuous travel for a period of twenty-four (24) hours or more will be reimbursed at per diem rates, in lieu of actual expenses for meals and lodging, in accordance with the following schedule:

	<u>Rates</u>	
	<u>In State</u>	<u>Out of State</u>
Per diem per calendar day	\$14.00	\$17.00
One-fourth (1/4) the rate for a calendar day for each period of six (6) hours or fraction thereof (at least 2 hours)	3.50	4.25

13. 44 Partial Per Diem for Meals and Lodging.

13. 441 An employee who is traveling on official University business for a continuous period of a minimum of six (6) hours but less than twenty-four (24) hours which does not involve over-night stay will be reimbursed a partial per diem for meals in lieu of actual expenses. In no event will the total of this partial per diem allowance exceed \$4.00 per day, and individual meal allowances will not exceed the following:

- 13. 4411 Breakfast allowance if the employee departs from designated headquarters before 7:00 A. M. (or, in the case of his return to designated headquarters after 7:00 A. M.)..... \$1.50
- 13. 4412 Lunch allowance if the employee is away from his designated headquarters after 1:00 P. M. \$2.00
- 13. 4413 Dinner allowance if the employee is away from his designated headquarters after 7:00 P. M. \$3.00

13. 442 An employee who is traveling on official University business for a continuous period of a minimum of six (6) hours but less than twenty-four (24) hours which does involve over-night stay will be reimbursed for meals

fiscal officers as may be delegated in writing by the Chief Administrative Officer and the Chief Business Officer. Such delegations shall be approved by the Deputy Chancellor for Administration and filed with the Secretary to the Board of Regents and the State Comptroller of Public Accounts, together with the names of the individuals occupying the positions named.

- 13.33 Per Diem Allowances. --Travel Status for Continuous Period of Twenty-Four (24) Hours or More--An employee who is traveling on official University business and is in continuous travel for a period of twenty-four (24) hours or more will be reimbursed at per diem rates, in lieu of actual expenses for meals and lodging, in accordance with the following schedule:

	Rates	
	In State	Out of State
Per diem per calendar day	\$14.00	\$17.00
One-fourth (1/4) the rate for a calendar day for each period of six (6) hours or fraction thereof (at least 2 hours)	3.50	4.25

13.34 Partial Per Diem for Meals and Lodging.

13.341 An employee who is traveling on official University business for a continuous period of a minimum of six (6) hours but less than twenty-four (24) hours which does not involve over-night stay will be reimbursed a partial per diem for meals in lieu of actual expenses. In no event will the total of this partial per diem allowance exceed \$4.00 per day, and individual meal allowances will not exceed the following:

- 13.3411 Breakfast allowance if the employee departs from designated headquarters before 7:00 A.M. (or, in the case of his return to designated headquarters after 7:00 A.M.)..... \$1.50
- 13.3412 Lunch allowance if the employee is away from his designated headquarters after 1:00 P.M. \$2.00
- 13.3413 Dinner allowance if the employee is away from his designated headquarters after 7:00 P.M. \$3.00

13.342 An employee who is traveling on official University business for a continuous period of a minimum of six (6) hours but less than twenty-four (24) hours which does involve over-night stay will be reimbursed for meals

cers as may be delegated in writing by the Chief Administrative Officer and the Chief Business Officer. Such delegations shall be approved by the Deputy Chancellor for Administration and filed with the Secretary to the Board of Regents and the State Comptroller of Public Accounts, together with the names of the individuals occupying the positions named.

13.33 Per Diem Allowances. --Travel Status for Continuous Period of Twenty-Four (24) Hours or More--An employee who is traveling on official University business and is in continuous travel for a period of twenty-four (24) hours or more will be reimbursed at per diem rates, in lieu of actual expenses for meals and lodging, in accordance with the following schedule:

	Rates	
	In State	Out of State
Per diem per calendar day	\$14.00	\$17.00
One-fourth (1/4) the rate for a calendar day for each period of six (6) hours or fraction thereof (at least 2 hours)	3.50	4.25

13.34 Partial Per Diem for Meals and Lodging.

13.341 An employee who is traveling on official University business for a continuous period of a minimum of six (6) hours but less than twenty-four (24) hours which does not involve over-night stay will be reimbursed a partial per diem for meals in lieu of actual expenses. In no event will the total of this partial per diem allowance exceed \$4.00 per day, and individual meal allowances will not exceed the following:

- 13.3411 Breakfast allowance if the employee departs from designated headquarters before 7:00 A.M. (or, in the case of his return to designated headquarters after 7:00 A.M.)..... \$1.50
- 13.3412 Lunch allowance if the employee is away from his designated headquarters after 1:00 P.M. \$2.00
- 13.3413 Dinner allowance if the employee is away from his designated headquarters after 7:00 P.M. \$3.00

13.342 An employee who is traveling on official University business for a continuous period of a minimum of six (6) hours but less than twenty-four (24) hours which does involve over-night stay will be reimbursed for meals

delegated in writing by the Chief Administrative Officer and the Chief Business Officer. Such delegations shall be approved by the Executive Vice-Chancellor for Fiscal Affairs and filed with the Secretary to the Board of Regents and the State Comptroller of Public Accounts, together with the names of the individuals occupying the positions named.

- 13.33 Per Diem Allowances. --Travel Status for Continuous Period of Twenty-Four (24) Hours or More--An employee who is traveling on official University business and is in continuous travel for a period of twenty-four (24) hours or more will be reimbursed at per diem rates, in lieu of actual expenses for meals and lodging, in accordance with the following schedule:

	Rates	
	In State	Out of State
Per diem per calendar day	\$14.00	\$17.00
One-fourth (1/4) the rate for a calendar day for each period of six (6) hours or fraction thereof (at least 2 hours)	3.50	4.25

13.34 Partial Per Diem for Meals and Lodging.

13.341 An employee who is traveling on official University business for a continuous period of a minimum of six (6) hours but less than twenty-four (24) hours which does not involve over-night stay will be reimbursed a partial per diem for meals in lieu of actual expenses. In no event will the total of this partial per diem allowance exceed \$4.00 per day, and individual meal allowances will not exceed the following:

- 13.3411 Breakfast allowance if the employee departs from designated headquarters before 7:00 A. M. (or, in the case of his return to designated headquarters after 7:00 A. M.)..... \$1.50
- 13.3412 Lunch allowance if the employee is away from his designated headquarters after 1:00 P. M. \$2.00
- 13.3413 Dinner allowance if the employee is away from his designated headquarters after 7:00 P. M. \$3.00

13.342 An employee who is traveling on official University business for a continuous period of a minimum of six (6) hours but less than twenty-four (24) hours which does involve over-night stay will be reimbursed for meals

- 13.3413 Dinner allowance if the employee is away from his designated headquarters after 7:00 P.M. \$2.50
- 13.342 An employee who is traveling on official University business for a continuous period of a minimum of six (6) hours but less than twenty-four (24) hours which does involve overnight stay will be reimbursed for meals and lodging in an amount not in excess of \$14.00 at the rate of \$3.50 for each six (6) hour period involved or fraction thereof (at least 2 hours).
- 13.35 Per Diem Allowances - Travel Status for a Continuous Period of Less Than Six (6) Hours. -- No partial per diem or actual expenses (except transportation) will be paid an employee who is away from designated headquarters for a period of less than six (6) hours.
- 13.36 Day Defined for per Diem Purposes.
- 13.361 The calendar day (midnight to midnight) is the unit for computing the per diem allowance.
- 13.362 For a fractional part of a day at the commencement or ending of continuous travel the six-hour periods of 12:01 A.M. to 6:00 A.M., 6:01 A.M. to 12:00 Noon, 12:01 P.M. to 6:00 P.M., and 6:01 P.M. to 12:00 Midnight are each considered to be one quarter (1/4) of a calendar day. A fraction of a per diem period of six (6) hours is defined to be two (2) hours or more.
- 13.363 Computation of per diem shall be on a quarter day basis, the initial quarter to be that in which travel begins and the final quarter to be that in which travel ends.
- 13.364 When both in-state and out-of-state travel occur in the same calendar day, the rate of travel allowance for all travel in that day shall be seventeen dollars (\$17.00) per diem.
- 13.37 Transportation Allowance.
- 13.371 Rented or Public Conveyance Including Taxis. -- An employee traveling by rented or public conveyance, or the commercial transportation company furnishing same, is entitled to a transportation allowance equal to the actual cost of necessary transportation for performing official business, excluding Federal tax. Payment of said transportation allowance may be made by

13. 45 Per Diem Allowances - Travel Status for a Continuous Period of Less than Six (6) Hours. --No partial per diem or actual expenses (except transportation) will be paid an employee who is away from designated headquarters for a period of less than six (6) hours.
13. 46 Day Defined for per Diem Purposes.
13. 461 The calendar day (midnight to midnight) is the unit for computing the per diem allowance.
13. 462 For a fractional part of a day at the commencement or ending of continuous travel the six-hour periods of 12:01 A. M. to 6:00 A. M. , 6:01 A. M. to 12:00 Noon, 12:01 P. M. to 6:00 P. M. , and 6:01 P. M. to 12:00 Midnight are each considered to be one quarter (1/4) of a calendar day. A fraction of a per diem period of six (6) hours is defined to be two (2) hours or more.
13. 463 Computation of per diem shall be on a quarter day basis, the initial quarter to be that in which travel begins, and and the final quarter to be that in which travel ends.
13. 464 When both in-state and out-of-state travel occur in the same calendar day, the rate of travel allowance for all travel in that day shall be the same as for out-of-state travel (not to exceed \$35.00 per day).
13. 47 Transportation Allowance.
13. 471 Rented or Public Conveyance Including Taxis. --An employee traveling by rented or public conveyance, or the commercial transportation company furnishing same, is entitled to a transportation allowance equal to the actual cost of necessary transportation for performing official business.

The allowance for air transportation shall be the lowest available airline fare. Payment of said transportation allowance may be made by either of the following methods, upon selection by the Deputy Chancellor or the head of the component institution, in advance of authorized official travel.

13. 4711 Where the employee pays for public transportation from his personal funds, receipts for such necessary transportation, excluding receipts for city bus, taxi, or limousine fares shall be obtained and attached to the employee's expense accounts when submitted. A detailed list of all claims for rented or public transportation including city bus, taxi, and limousine fares shall be shown on the Travel Expense Account under "Record of Transportation Claimed for Each Trip. "

13. 45 Per Diem Allowances - Travel Status for a Continuous Period of Less than Six (6) Hours. --No partial per diem or actual expenses (except transportation) will be paid an employee who is away from designated headquarters for a period of less than six (6) hours.
13. 46 Day Defined for per Diem Purposes.
13. 461 The calendar day (midnight to midnight) is the unit for computing the per diem allowance.
13. 462 For a fractional part of a day at the commencement or ending of continuous travel the six-hour periods of 12:01 A. M. to 6:00 A. M. , 6:01 A. M. to 12:00 Noon, 12:01 P. M. to 6:00 P. M. , and 6:01 P. M. to 12:00 Midnight are each considered to be one quarter (1/4) of a calendar day. A fraction of a per diem period of six (6) hours is defined to be two (2) hours or more.
13. 463 Computation of per diem shall be on a quarter day basis, the initial quarter to be that in which travel begins, and and the final quarter to be that in which travel ends.
13. 464 When both in-state and out-of-state travel occur in the same calendar day, the rate of travel allowance for all travel in that day shall be the same as for out-of-state travel (not to exceed \$35.00 per day).
13. 47 Transportation Allowance.
13. 471 Rented or Public Conveyance Including Taxis. --An employee traveling by rented or public conveyance, or the commercial transportation company furnishing same, is entitled to a transportation allowance equal to the actual cost of necessary transportation for performing official business.

The allowance for air transportation shall be the lowest available airline fare. Payment of said transportation allowance may be made by either of the following methods, upon selection by the Chancellor or the head of the component institution, in advance of authorized official travel.

13. 4711 Where the employee pays for public transportation from his personal funds, receipts for such necessary transportation, excluding receipts for city bus, taxi, or limousine fares shall be obtained and attached to the employee's expense accounts when submitted. A detailed list of all claims for rented or public transportation including city bus, taxi, and limousine fares shall be shown on the Travel Expense Account under "Record of Transportation Claimed for Each Trip. "

13. 45 Per Diem Allowances - Travel Status for a Continuous Period of Less than Six (6) Hours. --No partial per diem or actual expenses (except transportation) will be paid an employee who is away from designated headquarters for a period of less than six (6) hours.
13. 46 Day Defined for per Diem Purposes.
13. 461 The calendar day (midnight to midnight) is the unit for computing the per diem allowance.
13. 462 For a fractional part of a day at the commencement or ending of continuous travel the six-hour periods of 12:01 A.M. to 6:00 A.M., 6:01 A.M. to 12:00 Noon, 12:01 P.M. to 6:00 P.M., and 6:01 P.M. to 12:00 Midnight are each considered to be one quarter (1/4) of a calendar day. A fraction of a per diem period of six (6) hours is defined to be two (2) hours or more.
13. 463 Computation of per diem shall be on a quarter day basis, the initial quarter to be that in which travel begins, and and the final quarter to be that in which travel ends.
13. 464 When both in-state and out-of-state travel occur in the same calendar day, the rate of travel allowance for all travel in that day shall be the same as for out-of-state travel (not to exceed \$35.00 per day).
13. 47 Transportation Allowance.
13. 471 Rented or Public Conveyance Including Taxis. -- An employee traveling by rented or public conveyance, or the commercial transportation company furnishing same, is entitled to a transportation allowance equal to the actual cost of necessary transportation for performing official business.

The allowance for air transportation shall be tourist class unless tourist class is not available. Payment of said transportation allowance may be made by either of the following methods, upon selection by the Chancellor or the head of the component institution, in advance of authorized official travel.

13. 4711 Where the employee pays for public transportation from his personal funds, receipts for such necessary transportation, excluding receipts for city bus, taxi, or limousine fares shall be obtained and attached to the employee's expense accounts when submitted. A detailed list of all claims for rented or public transportation including city bus, taxi, and limousine fares shall be shown on the Travel Expense Account under "Record of Transportation Claimed for Each Trip."

and lodging in an amount not in excess of \$14.00 at the rate of \$3.50 for each six (6) hour period involved or fraction thereof (at least 2 hours).

13.45 Per Diem Allowances - Travel Status for a Continuous Period of Less than Six (6) Hours. --No partial per diem or actual expenses (except transportation) will be paid an employee who is away from designated headquarters for a period of less than six (6) hours.

13.46 Day Defined for per Diem Purposes.

13.461 The calendar day (midnight to midnight) is the unit for computing the per diem allowance.

13.462 For a fractional part of a day at the commencement or ending of continuous travel the six-hour periods of 12:01 A.M. to 6:00 A.M., 6:01 A.M. to 12:00 Noon, 12:01 P.M. to 6:00 P.M., and 6:01 P.M. to 12:00 Midnight are each considered to be one quarter (1/4) of a calendar day. A fraction of a per diem period of six (6) hours is defined to be two (2) hours or more.

13.463 Computation of per diem shall be on a quarter day basis, the initial quarter to be that in which travel begins, and and the final quarter to be that in which travel ends.

13.464 When both in-state and out-of-state travel occur in the same calendar day, the rate of travel allowance for all travel in that day shall be seventeen dollars (\$17.00) per diem.

13.47 Transportation Allowance.

13.471 Rented or Public Conveyance Including Taxis. --An employee traveling by rented or public conveyance, or the commercial transportation company furnishing same, is entitled to a transportation allowance equal to the actual cost of necessary transportation for performing official business. Payment of said transportation allowance may be made by either of the following methods, upon selection by the Chancellor or the head of the component institution, in advance of authorized official travel.

13.4711 Where the employee pays for public transportation, including taxis, from his personal funds, receipts for such necessary transportation, excluding receipts for city bus, taxi or limousine fares in amounts of \$2.50 or less (whether in or out of city limits, or between two cities), shall be obtained and attached to the employee's expense account when submitted. A detailed list of all claims for rented or public transportation including city bus, taxi, and limousine fares in amounts of \$2.50 or less shall be shown on the Travel Expense Account under "Record of Transportation Claimed for Each Trip."

and lodging in an amount not in excess of \$14.00 at the rate of \$3.50 for each six (6) hour period involved or fraction thereof (at least 2 hours).

- 13.35 Per Diem Allowances - Travel Status for a Continuous Period of Less than Six (6) Hours. --No partial per diem or actual expenses (except transportation) will be paid an employee who is away from designated headquarters for a period of less than six (6) hours.
- 13.36 Day Defined for per Diem Purposes.
- 13.361 The calendar day (midnight to midnight) is the unit for computing the per diem allowance.
- 13.362 For a fractional part of a day at the commencement or ending of continuous travel the six-hour periods of 12:01 A.M. to 6:00 A.M., 6:01 A.M. to 12:00 Noon, 12:01 P.M. to 6:00 P.M., and 6:01 P.M. to 12:00 Midnight are each considered to be one quarter (1/4) of a calendar day. A fraction of a per diem period of six (6) hours is defined to be two (2) hours or more.
- 13.363 Computation of per diem shall be on a quarter day basis, the initial quarter to be that in which travel begins, and and the final quarter to be that in which travel ends.
- 13.364 When both in-state and out-of-state travel occur in the same calendar day, the rate of travel allowance for all travel in that day shall be seventeen dollars (\$17.00) per diem.
- 13.37 Transportation Allowance.
- 13.371 Rented or Public Conveyance Including Taxis. -- An employee traveling by rented or public conveyance, or the commercial transportation company furnishing same, is entitled to a transportation allowance equal to the actual cost of necessary transportation for performing official business, excluding Federal tax. Payment of said transportation allowance may be made by either of the following methods, upon selection by the Chancellor or the head of the component institution, in advance of authorized official travel.
- 13.3711 Where the employee pays for public transportation, including taxis, from his personal funds, receipts for such necessary transportation, excluding receipts for city bus, taxi or limousine fares in amounts of \$2.50 or less (whether in or out of city limits, or between two cities), shall be obtained and attached to the employee's expense account when submitted. A detailed list of all claims for rented or public transportation including city bus, taxi, and limousine fares in amounts of \$2.50 or less shall be shown on the Travel Expense Account under "Record of Transportation Claimed for Each Trip."

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13.372 Private Automobile. -- An employee traveling in his personally owned automobile shall be reimbursed at the rate of ten cents (10¢) per mile on the basis of the shortest practical route between points. No additional expense incidental to the operation of such automobile shall be allowed.

13.3721 "Shortest practical route" as indicated above shall include the use of Farm-to-Market roads in the State of Texas. The latest official highway map published by the State Highway Department, a standard highway map for out-of-state travel, or an alternate procedure designated by the State Comptroller shall be used for computing such mileage.

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13.472 Private Motor Vehicle.--An employee traveling in his personally owned motor vehicle shall be reimbursed at the rate of sixteen cents (16¢) per mile on the basis of the shortest practical route between points. No additional expense incidental to the operation of such motor vehicle shall be allowed.

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As amended 7/27/73

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- 13.472 Private Motor Vehicle. --An employee traveling in his personally owned motor vehicle shall be reimbursed at the rate of twelve cents (12¢) per mile on the basis of the shortest practical route between points. No additional expense incidental to the operation of such motor vehicle shall be allowed.
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- 13.3724 Reimbursement for out-of-state transportation for the use of personally owned automobiles together with per diem shall never exceed the cost of commercial first class transportation from the nearest airport and the per diem required had the employee travelled by such conveyance. The determination of the allowances due owners of personally owned automobiles in compliance with this paragraph shall be as follows: (1) Per diem shall be determined by the use of an airline schedule which would have sufficed for the performance of the official business. (2) Expenses of transportation to airfields from points where airports are not available shall be allowed in addition to the cost of first class commercial air transportation. (3) When additional passengers are conveyed on out-of-state trips in personally owned automobiles they shall receive as their expenses per diem based on automobile travel time. (4) Persons traveling to points not served by airlines shall receive mileage and per diem based on actual miles traveled and other expenses as authorized elsewhere in these regulations.

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- 13.4724 Reimbursement for out-of-state transportation for the use of personally owned motor vehicles together with per diem shall never exceed the cost of the lowest available commercial airline fare from the nearest airport and the per diem (or other allowance established in lieu thereof) required had the employee traveled by such conveyance. The determination of the allowances due owners of personally owned motor vehicles in compliance with this paragraph shall be as follows: (1) Per diem shall be determined by use of an airline schedule which would have sufficed for the performance of the official business. (2) Expenses of transportation to airfields from points where airports are not available shall be allowed in addition to the cost of the lowest available commercial airline fare. (3) When additional passengers are conveyed on out-of-state trips in personally owned motor vehicles they shall receive as their expenses per diem based on motor vehicle travel time. (4) Persons traveling to points not served by airlines shall receive mileage and per diem based on actual miles traveled and other expenses as authorized elsewhere in these regulations.

As amended 7/27/73

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Ad amended 1/26/73

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- 13.4724 Reimbursement for out-of-state transportation for the use of personally owned automobiles together with per diem shall never exceed the cost of commercial tourist class transportation from the nearest airport and the per diem (or other allowance established in lieu thereof) required had the employee traveled by such conveyance. The determination of the allowances due owners of personally owned automobiles in compliance with this paragraph shall be as follows: (1) Per diem shall be determined by the use of an airline schedule which would have sufficed for the performance of the official business. (2) Expenses of transportation to airfields from points where airports are not available shall be allowed in addition to the cost of tourist class commercial air transportation. (3) When additional passengers are conveyed on out-of-state trips in personally owned automobiles they shall receive as their expenses per diem based on automobile travel time. (4) Persons traveling to points not served by airlines shall receive mileage and per diem based on actual miles traveled and other expenses as authorized elsewhere in these regulations.

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13. 4724 Reimbursement for out-of-state transportation for the use of personally owned automobiles together with per diem shall never exceed the cost of commercial first class transportation from the nearest airport and the per diem required had the employee traveled by such conveyance. The determination of the allowances due owners of personally owned automobiles in compliance with this paragraph shall be as follows: (1) Per diem shall be determined by the use of an airline schedule which would have sufficed for the performance of the official business. (2) Expenses of Transportation to airfields from points where airports are not available shall be allowed in addition to the cost of first class commercial air transportation. (3) When additional passengers are conveyed on out-of-state trips in personally owned automobiles they shall receive as their expenses per diem based on automobile travel time. (4) Persons traveling to points not served by airlines shall receive mileage and per diem based on actual miles traveled and other expenses as authorized elsewhere in these regulations.

13. 473 Private Airplane. --The current appropriation bill provides that the rate of reimbursement to executive heads and key officials for travel in their personally owned airplanes within the boundaries of Texas and between points of necessary official business shall be sixteen cents (16¢) per highway mile.

reimbursement will be claimed and allowed for only one of the employees except as provided hereafter. If more than four employees attend such meeting or conference in more than one car, full mileage reimbursement shall be allowed for one car for each four employees and for any fraction in excess of a multiple of four employees. If, in any instance, it is not feasible for these officials or employees to travel in the same car, then prior official approval from the Chancellor for System Administration, or the head of the component institution for employees of that institution, shall be obtained and shall be considered as authorization and the basis for reimbursement for travel for each person authorized to use his personal car in such travel.

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13.373 Private Airplane. --The current appropriation bill provides that the rate of reimbursement to executive heads and key officials for travel in their personally owned airplanes within the boundaries of Texas and between points of necessary official business shall be sixteen cents (16¢) per highway mile.

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- 13.373 Private Airplane. --The current appropriation bill provides that the rate of reimbursement to executive heads and key officials for travel in their personally owned airplanes within the boundaries of Texas and between points of necessary official business shall be sixteen cents (16¢) per highway mile.
- 13.38 Reimbursement for Dues or Registration Fees. --Reimbursement will not be allowed for dues, registration fees, or similar expense incurred in joining or attending any type of organizations or associations unless the membership is in the name of the State of Texas and/or The University of Texas System or a component institution thereof. Reimbursement will not be allowed for the cost of meals that may be included in the registration fees. Receipts for such dues or registration fees shall be obtained and attached to the expense account. If reimbursement is claimed, vouchers shall include a statement that the membership is in the name of The

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*As amended
on Nov. 19, 1965*

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- 13.39 Exceptions to per Diem Allowance. -- Executive heads of component institutions shall be reimbursed for their actual meals, lodging and incidental expenses (exclusive of expenses related to automobiles for which transportation is paid) when traveling on official business either in or out of the state. Employees of State Agencies designated by the Governor to represent him officially at governmental meetings or conferences when held out of the State shall receive actual meals, lodging, and incidental expenses, and such employees may be reimbursed out of appropriations made to the agencies by which they are employed. The following administrative officers of the System are authorized and directed by the Board of Regents and the Chancellor to represent The University of Texas System and its component institutions outside the boundaries of the State of Texas, and in such representation they shall receive reimbursement for the actual cost of meals, lodging and incidental expenses, not to exceed \$35.00 per day in lieu of any fixed per diem allowance:

All Executive Vice-Chancellors
 All Vice-Chancellors
 Budget Officer
 Comptroller
 Director, Facilities Planning and
 Construction
 Executive Director, Investments,
 Trusts and Lands
 University Attorneys
 Executive Director, Development Board
 Assistant to the Executive Vice-Chancellor
 for Health Affairs

*Amended
7-26-68*

- 13.373 Private Airplane.-- The current appropriation bill provides that the rate of reimbursement to executive heads and key officials for travel in their personally owned airplanes within the boundaries of Texas and between points of necessary official business shall be sixteen cents (16¢) per highway mile.
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All Vice-Chancellors
Budget Officer
Comptroller
Director, Facilities Planning and
Construction
Executive Director, Investments,
Trusts and Lands
University Attorneys
Executive Director, Development Board

personally owned automobiles they shall receive as their expenses per diem based on automobile travel time. (4) Persons traveling to points not served by airlines shall receive mileage and per diem based on actual miles traveled and other expenses as authorized elsewhere in these regulations.

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All Vice-Chancellors
Budget Officer
Comptroller

- 13.473 Private Airplane.--The rate of reimbursement to executive heads and other state employees for travel in their personally owned airplanes within and outside the boundaries of Texas and between points of necessary official business shall be twenty-one cents (21¢) per highway mile.
- 13.48 Reimbursement for Dues or Registration Fees.--Reimbursement will not be allowed for dues, registration fees, or similar expenses incurred in joining or attending any type of organizations or associations unless the membership is in the name of the State of Texas and/or The University of Texas System or a component institution thereof. Receipts for such dues or registration fees shall be obtained and attached to the expense account. If reimbursement is claimed, vouchers shall include a statement that the membership is in the name of The University of Texas System or the appropriate component institution thereof.
- 13.49 Exceptions to Per Diem Allowance.--Executive heads of component institutions shall be reimbursed for their actual meals, lodging, and incidental expenses (exclusive of expenses related to motor vehicles for which transportation is paid) when traveling on official business either in or out of the state.
- 13.4(10) Special Exceptions to Foregoing General Travel Regulations. -- The provisions of the foregoing general travel regulations apply to all employees and all funds but employees may elect to take advantage of the specific exceptions authorized below:
- 13.4(10)1 Contracts--Travel allowances under research or other contracts, which are 100 percent reimbursable, will follow the terms of the contract, and in the absence of specifications the travel rules and regulations covering payments from gifts, grants, and designated funds will apply.
- 13.4(10)2 Gifts, Grants, and Designated Funds.-- Reimbursement of travel expenses paid

- 13.473 Private Airplane.--The rate of reimbursement to executive heads and other state employees for travel in their personally owned airplanes within and outside the boundaries of Texas and between points of necessary official business shall be twenty-one cents (21¢) per highway mile.
- 13.48 Reimbursement for Dues or Registration Fees.--Reimbursement will not be allowed for dues, registration fees, or similar expenses incurred in joining or attending any type of organizations or associations unless the membership is in the name of the State of Texas and/or The University of Texas System or a component institution thereof. Receipts for such dues or registration fees shall be obtained and attached to the expense account. If reimbursement is claimed, vouchers shall include a statement that the membership is in the name of The University of Texas System or the appropriate component institution thereof.
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- 13.4(10)2 Gifts, Grants, and Designated Funds.--Reimbursement of travel expenses paid from Gifts, Grants, and

As amended 7/27/73

- 13.473 Private Airplane.--The current Appropriation Bill provides that the rate of reimbursement to executive heads for travel in their personally owned airplanes within and outside the boundaries of Texas and between points of necessary official business shall be sixteen cents (16¢) per highway mile. The rate for reimbursement for other state employees for such travel in their personally owned airplanes shall be twelve cents (12¢) per highway mile.
- 13.48 Reimbursement for Dues or Registration Fees.--Reimbursement will not be allowed for dues, registration fees, or similar expenses incurred in joining or attending any type of organizations or associations unless the membership is in the name of the State of Texas and/or The University of Texas System or a component institution thereof. Receipts for such dues or registration fees shall be obtained and attached to the expense account. If reimbursement is claimed, vouchers shall include a statement that the membership is in the name of The University of Texas System or the appropriate component institution thereof.
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~~Amended~~ As amended 1/26/73

- 13.473 Private Airplane. --The current Appropriation Bill provides that the rate of reimbursement to executive heads for travel in their personally owned airplanes within and outside the boundaries of Texas and between points of necessary official business shall be sixteen cents (16¢) per highway mile. The rate for reimbursement for other state employees for such travel in their personally owned airplanes shall be ten cents (10¢) per highway mile.
- 13.48 Reimbursement for Dues or Registration Fees. --Reimbursement will not be allowed for dues, registration fees, or similar expenses incurred in joining or attending any type of organizations or associations unless the membership is in the name of the State of Texas and/or The University of Texas System or a component institution thereof. Receipts for such dues or registration fees shall be obtained and attached to the expense account. If reimbursement is claimed, vouchers shall include a statement that the membership is in the name of The University of Texas System or the appropriate component institution thereof.
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- 13.48 Reimbursement for Dues or Registration Fees. --Reimbursement will not be allowed for dues, registration fees, or similar expenses incurred in joining or attending any type of organizations or associations unless the membership is in the name of the State of Texas and/or The University of Texas System or a component institution thereof. Reimbursement will not be allowed for the cost of meals that may be included in the registration fees. Receipts for such dues or registration fees shall be obtained and attached to the expense account. If reimbursement is claimed, vouchers shall include a statement that the membership is in the name of The University of Texas System or the appropriate component institution thereof. Reimbursement is further subject to such prior written approval of the Governor as is required by the provisions of the General Appropriations Act.
- 13.49 Exceptions to Per Diem Allowance. --Executive heads of component institutions shall be reimbursed for their actual meals, lodging, and incidental expenses (exclusive of expenses related to automobiles for which transportation is paid) when traveling on official business either in or out of the state.
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University of Texas System or the appropriate component institution thereof.

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- 13.3(10) Special Exceptions to Foregoing General Travel Regulations. -- The provisions of the foregoing general travel regulations apply to all employees and all funds but employees may elect to take advantage of the specific exceptions authorized below:

- 13.3(10)1 Contracts --Travel allowances under research or other contracts, which are 100 per cent reimbursable, will follow the terms of the contract, and in the absence of specifications the travel rules and regulations covering payments from Grants and Trust Funds will apply.

University of Texas System or the appropriate component institution thereof.

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- 13.3(10)2 Grants and Trust Funds. --Travel allowances paid from grants and trust funds, unless otherwise specified under the grant or gift, may be on a per diem basis as specified in the foregoing general travel regulations except that a

Amended
1-31-69

Executive Associate for Economic
Affairs
System Personnel Director
Director, University Information
Service

Architect (supervisor of construction
and planning of health units)

Architect (supervisor of construction
and planning of academic units)

In like manner, two administrative officers from each of the component institutions are authorized and directed by the Board of Regents and the Chancellor to represent The University of Texas System and its component institutions outside the boundaries of the State of Texas, and in such representation they shall receive reimbursement for the actual cost of meals, lodging and incidental expenses, not to exceed \$35.00 per day in lieu of any fixed per diem allowance. The administrative officers entitled to such reimbursement shall be designated in writing by the Chancellor upon recommendation of the institutional heads.

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- 13.3(10)1 Contracts-- Travel allowances under research or other contracts, which are 100 per cent reimbursable, will follow the terms of the contract, and in the absence of specifications the travel rules and regulations covering payments from Grants and Trust Funds will apply.
- 13.3(10)2 Grants and Trust Funds.-- Travel allowances paid from grants and trust funds, unless otherwise specified under the grant or gift, may be on a per diem basis as specified in the foregoing general travel regulations except that a maximum of \$17.00 per calendar day or \$4.25 per quarter day (as defined in Sec. 13.36) per diem rate shall apply to both in-state and out-of-state travel. When anticipated living costs are unusually low for those engaged in travel, the person authorizing the travel may reduce the per diem for all or any part of the travel, provided that the employee shall be notified of such reduced per diem before being allowed to incur any expense. In addition to per diem, costs of public transportation or rented vehicle, supported by receipts for expenses in excess of \$2.50, will be paid. If transportation is by private car, reimbursement will be paid at a rate not to exceed 10¢ per mile but limited to an amount not in excess of the cost of regular air transportation. When not otherwise prohibited by the terms of the gift or grant, employees

Executive Associate for Economic
Affairs
System Personnel Adviser
Director, University Information
Service

23
*As Amended
in Prov. 1, 1960*

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Amended
7-26-68

In like manner, two administrative officers from each of the component institutions are authorized and directed by the Board of Regents and the Chancellor to represent The University of Texas System and its component institutions outside the boundaries of the State of Texas, and in such representation they shall receive reimbursement for the actual cost of meals, lodging and incidental expenses, not to exceed \$35.00 per day in lieu of any fixed per diem allowance. The administrative officers entitled to such reimbursement shall be designated in writing by the Chancellor upon recommendation of the institutional heads.

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Director, Facilities Planning and
Construction
Executive Director, Investments,
Trusts and Lands
University Attorney
Executive Director, Development Board

In like manner, two administrative officers from each of the component institutions are authorized and directed by the Board of Regents and the Chancellor to represent their respective institutions outside the boundaries of the State of Texas, and in such representation they shall receive reimbursement for the actual cost of meals, lodging and incidental expenses, not to exceed \$35.00 per day in lieu of any fixed per diem allowance. The administrative officers entitled to such reimbursement shall be designated in writing by the Chancellor upon recommendation of the institutional heads.

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 Executive Director, Investments,
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 University Attorney
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Executive Director, Investments,
Trusts and Lands
University Attorney

Revision - Exec. Dir., Development Bd

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from Gifts, Grants, and Designated Funds will be as follows:

- (a) For grants from or derived from Federal or State agencies, travel allowances shall be paid as specified in the foregoing general travel regulations, Subsections 13.43 through 13.49.
- (b) For other gifts, grants, trust or designated funds, travel allowances may be for actual expenses for meals, lodging and airport parking, not to exceed \$35 per day. The transportation allowances will be as specified in Subsection 13.47 of the foregoing general travel regulations.

The provisions of both (a) and (b) above are subject to the terms, provisions and conditions of the particular gifts, grants, or funds involved. Further exceptions to these provisions may be in accordance with specific authorization by the Board of Regents with certain designated funds. Likewise, when anticipated living costs are unusually low for those engaged in travel, the person authorizing the travel may reduce the allowance for all or any part of the travel, provided that the employee shall be notified of such reduced allowance before being allowed to incur any expense. When not otherwise prohibited by the terms of the gift or grant, employees may also be reimbursed for required registration fees or similar expenses incurred in attending meetings of organizations or associations. Receipts for lodging, registration fees, or similar expenses shall be obtained and attached to the expense voucher. Project Directors, Principal Investigators, Departmental Chairmen, or other authorized personnel under a gift or grant who travel in their personally owned airplanes on necessary official business may be reimbursed at

the rate of twenty-one cents (21¢) per highway mile for in-state travel. The same rate shall apply to out-of-state travel, subject to the limitation that the mileage reimbursement shall not exceed the amount equal to the number of persons flying by private plane times the lowest available airline fare.

* 13.4(10)3

Intercollegiate Athletics.--Actual expenses will be paid at no per diem limit, provided such expenditures in the amount of \$4.00 or more are supported by signed receipts.

13.4(11) As provided by House Bill 1058, 64th Legislature (amending Tex.Rev.Civ.Stat.Ann. art. 6823a), component institutions may establish procedures for payment in advance of travel expenses incurred by employees in the exercise of their official duties. Any such procedures established shall be in accordance with the statute, based on guidelines provided by the State Comptroller, and provide for prompt recovery of any such advances.

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13.4(10)3 Intercollegiate Athletics. --Actual expenses will be paid at no per diem limit, provided such expenditures in the amount of \$2.00 or more are supported by signed receipts.

13.4(11) As provided by House Bill 1058, 64th Legislature (amending Tex.Rev.Civ.Stat.Ann. art. 6823a), component institutions may establish procedures for payment in advance of travel expenses incurred by employees in the exercise of their official duties. Any such procedures established shall be in accordance with the statute, based on guidelines provided by the State Comptroller, and provide for prompt recovery of any such advances.

As amended 7/27/73

Designated Funds will be as follows:

- (a) For grants from or derived from Federal or State agencies, travel allowances shall be paid as specified in the foregoing general travel regulations, Subsections 13.43 through 13.49.
- (b) For other gifts, grants, trust or designated funds, travel allowances may be for actual expenses for meals, lodging and airport parking, not to exceed \$35.00 per day. The transportation allowance will be as specified in Subsection 13.47 of the foregoing general travel regulations.

The provisions of both (a) and (b) above are subject to the terms, provisions and conditions of the particular gifts, grants, or funds involved. Further exceptions to these provisions may be in accordance with specific authorization by the Board of Regents with certain designated funds. Likewise, when anticipated living costs are unusually low for those engaged in travel, the person authorizing the travel may reduce the allowance for all or any part of the travel, provided that the employee shall be notified of such reduced allowance before being allowed to incur any expense. When not otherwise prohibited by the terms of the gift or grant, employees may also be reimbursed for required registration fees or similar expenses incurred in attending meetings of organizations or associations. Receipts for lodging, registration fees, or similar expenses shall be obtained and attached to the expense voucher. Project Directors, Principal Investigators, Departmental Chairmen, or other authorized personnel under a gift or grant who travel in their personally owned airplanes on necessary official business may be reimbursed at the rate of twelve cents (12¢) per highway mile for in-state travel. The same rate shall apply to out-of-state travel, subject to the limitation that the mileage reimbursement shall not exceed the amount equal to the number of persons flying by private plane times the lowest available airline fare.

- 13.4(10)3 Intercollegiate Athletics. --Actual expenses will be paid at no per diem limit, provided such expenditures in the amount of \$2.00 or more are supported by signed receipts.

As amended 1/16/73

Designated Funds will be as follows:

- (a) For grants from or derived from Federal or state agencies, travel allowances shall be paid as specified in the foregoing general travel regulations, Subsections 13.43 through 13.49.
- (b) For other gifts, grants, trust or designated funds, travel allowances may be for actual expenses for meals, lodging and airport parking, not to exceed \$35.00 per day. The transportation allowance will be as specified in Subsection 13.47 of the foregoing general travel regulations.

The provisions of both (a) and (b) above are subject to the terms, provisions and conditions of the particular gifts, grants, or funds involved. Further exceptions to these provisions may be in accordance with specific authorization by the Board of Regents with certain designated funds. Likewise, when anticipated living costs are unusually low for those engaged in travel, the person authorizing the travel may reduce the allowance for all or any part of the travel, provided that the employee shall be notified of such reduced allowance before being allowed to incur any expense. When not otherwise prohibited by the terms of the gift or grant, employees may also be reimbursed for required registration fees or similar expenses incurred in attending meetings of organizations or associations. Receipts for lodging, registration fees, or similar expenses shall be obtained and attached to the expense voucher. Project Directors, Principal Investigators, Departmental Chairmen, or other authorized personnel under a gift or grant who travel in their personally owned airplanes on necessary official business may be reimbursed at the rate of ten (10¢) per highway mile for in-state travel. The same rate shall apply to out-of-state travel, subject to the limitation that the mileage reimbursement shall not exceed the amount equal to the number of persons flying by private plane times the lowest available airline fare.

- 13.4(10)3 Intercollegiate Athletics. --Actual expenses will be paid at no per diem limit, provided such expenditures in the amount of \$2.00 or more are supported by signed receipts.

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- (a) For grants from or derived from Federal or state agencies, travel allowances shall be paid as specified in the foregoing general travel regulations, Subsections 13.43 through 13.49.
- (b) For other gifts, grants, trust or designated funds, travel allowances may be for actual expenses for meals, lodging and incidental expenses, not to exceed \$35.00 per day. The transportation allowance will be as specified in Subsection 13.47 of the foregoing general travel regulations.

The provisions of both (a) and (b) above are subject to the terms, provisions and conditions of the particular gifts, grants, or funds involved. Further exceptions to these provisions may be in accordance with specific authorization by the Board of Regents for certain designated funds. Likewise, when anticipated living costs are unusually low for those engaged in travel, the person authorizing the travel may reduce the allowance for all or any part of the travel, provided that the employee shall be notified of such reduced allowance before being allowed to incur any expense. When not otherwise prohibited by the terms of the gift or grant, employees may also be reimbursed for required registration fees or similar expenses incurred in attending meetings of organizations or associations. Receipts for registration fees or similar expenses shall be obtained and attached to the expense voucher. Project Directors, Principal Investigators, Departmental Chairmen, or other authorized personnel under a gift or grant who travel in their personally owned airplanes on necessary official business may be reimbursed at the rate of ten cents (10¢) per highway mile for in-state travel. The same rate shall apply to out-of-state travel, subject to the limitation that the mileage reimbursement shall not exceed the amount equal to the number of persons flying by private plane times the allowable commercial tourist class airline rate.

- 13.4(10)3 Intercollegiate Athletics. --Actual expenses will be paid at no per diem limit, provided such expenditures in the amount of \$2.00 or more are supported by signed receipts.

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13.4(10)1 Contracts--Travel allowances under research or other contracts, which are 100 per cent reimbursable, will follow the terms of the contract, and in the absence of specifications the travel rules and regulations covering payments from Grants and Trust Funds will apply.

13.4(10)2 Grants and Trust Funds--Travel allowances paid from grants and trust funds, unless otherwise specified under the grant or gift, may be on a per diem basis as specified in the foregoing general travel regulations, except that a maximum of \$25.00 per calendar day or \$6.25 per quarter day (as defined in Sec. 13.36) per diem rate shall apply to both in-state and out-of-state travel. When anticipated living costs are unusually low for those engaged in travel, the person authorizing the travel may reduce the per diem for all or any part of the travel, provided that the employee shall be notified of such reduced per diem before being allowed to incur any expense. In addition to per diem, costs of public transportation or rented vehicle, supported by receipts for expenses in excess of \$2.50, will be paid. If transportation is by private car, reimbursement will be paid at a rate not to exceed 10¢ per mile, but limited to an amount not in excess of the cost of regular air transportation. When not otherwise prohibited by the terms of the gift or grant, employees may also be reimbursed for required registration fees or similar expenses incurred in attending meetings of organizations or associations. Receipts for registration fees or similar expenses shall be obtained and attached to the expense account. Project Directors, Principal Investigators, Departmental Chairmen, or other authorized personnel under a gift or grant who travel in their personally-owned airplanes on necessary official business may be reimbursed at the rate of sixteen (16¢) per highway mile for in-state travel. The same rate shall apply to out-of-state travel, subject to the limitation that the mileage reimbursement shall not exceed the amount equal to the number of persons flying by private plane times the allowable commercial airline rate.

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as amended
July 10, 1970. 23a

- 13.3(10)2 Grants and Trust Funds--Travel allowances paid from grants and trust funds, unless otherwise specified under the grant or gift, may be on a per diem basis as specified in the foregoing general travel regulations, except that a maximum of \$25.00 per calendar day or \$6.25 per quarter day (as defined in Sec. 13.36) per diem rate shall apply to both in-state and out-of-state travel. When anticipated living costs are unusually low for those engaged in travel, the person authorizing the travel may reduce the per diem for all or any part of the travel, provided that the employee shall be notified of such reduced per diem before being allowed to incur any expense. In addition to per diem, costs of public transportation or rented vehicle, supported by receipts for expenses in excess of \$2.50, will be paid. If transportation is by private car, reimbursement will be paid at a rate not to exceed 10¢ per mile, but limited to an amount not in excess of the cost of regular air transportation. When not otherwise prohibited by the terms of the gift or grant, employees may also be reimbursed for required registration fees or similar expenses incurred in attending meetings of organizations or associations. Receipts for registration fees or similar expenses shall be obtained and attached to the expense account. Project Directors, Principal Investigators, Departmental Chairmen, or other authorized personnel under a gift or grant who travel in their personally-owned airplanes on necessary official business may be reimbursed at the rate of sixteen (16¢) per highway mile for in-state travel. The same rate shall apply to out-of-state travel, subject to the limitation that the mileage reimbursement shall not exceed the amount equal to the number of persons flying by private plane times the allowable commercial airline rate.
- 13.3(10)3 Intercollegiate Athletics. --Actual expenses will be paid at no per diem limit, provided such expenditures in the amount of \$2.00 or more are supported by signed receipts.

As amended
April 17, 1970.

- 13.3(10)2 Grants and Trust Funds--Travel allowances paid from grants and trust funds, unless otherwise specified under the grant or gift, may be on a per diem basis as specified in the foregoing general travel regulations, except that a maximum of \$25.00 per calendar day or \$6.25 per quarter day (as defined in Sec. 13.36) per diem rate shall apply to both in-state and out-of-state travel. When anticipated living costs are unusually low for those engaged in travel, the person authorizing the travel may reduce the per diem for all or any part of the travel, provided that the employee shall be notified of such reduced per diem before being allowed to incur any expense. In addition to per diem, costs of public transportation or rented vehicle, supported by receipts for expenses in excess of \$2.50, will be paid. If transportation is by private car, reimbursement will be paid at a rate not to exceed 10¢ per mile, but limited to an amount not in excess of the cost of regular air transportation. When not otherwise prohibited by the terms of the gift or grant, employees may also be reimbursed for required registration fees or similar expenses incurred in attending meetings of organizations or associations. Receipts for registration fees or similar expenses shall be obtained and attached to the expense account.
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Sec. 14. Advertising, Postage and Box Rent, Telephone, Telegraph, and Subscription Vouchers.

- 14.1 A copy of the advertisement, as well as the invoice and affidavit of the publisher, showing rates in conformity with State laws, shall be attached to vouchers for advertisements.
- 14.2 Vouchers for postage and postal box rent shall be made payable to the United States Postmaster. Postage stamps are available at a central supply center at most institutions. Where a postage meter is used by the institution, the use of stamps is limited.
- 14.3 Only authorized persons shall make long distance calls on University business and personal long distance calls shall not be charged to institutional accounts. The installation of all telephone equipment shall be approved in advance by the Chief Business Officer or his delegate.
- 14.4 Copies of all telegrams sent shall be retained in the files of the department or office responsible for the charge for one fiscal year and shall be checked against the itemized bill from Western Union showing the persons sending each telegram and the person to whom the message was sent shall be attached to the voucher for payment.
- 14.5 Subscriptions to publications shall be vouchered after the first copy is received. This is noted on the voucher or invoice for payment, as well as the period covered by the subscription.

Sec. 15. Supplies and Equipment. -- At most of the component institutions, stationery, office supplies, and some other general supplies and equipment may be secured through an institutional supply center. Payment for such purchases shall be by interdepartmental transfer vouchers which originate in the office furnishing such materials. When supplies and equipment are purchased through the Board of Control, or are payable from local funds, the general regulations for preparation of vouchers shall be as outlined herein.

Sec. 16 Insurance on Money and Securities; Fidelity Bonds.

- 16.1 Insurance on Money and Securities. -- As approved by the Board of Regents, The University of Texas System carries a blanket System-wide policy insuring against loss of money or securities at any of the component institutions. The premium paid by each institution is separately computed and is based on the coverage applicable at each

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- 14.1 Vouchers for freight and express charges are, if practicable, made payable to the local agent but in the name of the transportation company. A careful check shall be made for damages or shortages and, if any, notation is made on the receipt of the transportation company before the shipments are accepted. The vendor shall be notified in writing when damages or shortages occur and a copy of the notification shall be attached to the voucher when deductions are made on the invoice. In general, charges for freight and express are made against the same accounts as those charged for the purchase of the related materials.
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Amended
7-26-68

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institution. At the time any loss occurs at any institution, the Associate Deputy Chancellor for Operations shall be notified by the appropriate Chief Business Officer and shall approve all loss claims and settlements. Any settlement over \$2,000 and under \$10,000 shall be reported to the Board of Regents for ratification. Settlements in the amount of \$10,000 or more must have the approval of the Board of Regents. Money and Securities coverage may be combined with the blanket position fidelity bond.

16.2 Fidelity Bonds.

- 16.21** As approved by the Board of Regents, The University of Texas System shall carry a blanket position (fidelity) bond that shall cover employees of all component institutions. All employees shall be covered in the amount of not less than \$5,000 each. For total coverage in excess of \$10,000, approval of the State Auditor is necessary.
- 16.22** The Secretary of State and the State Comptroller of Public Accounts shall be each furnished with an original of the bond.
- 16.23** The premium for the bond is prorated to the component institutions on the basis of the number of employees covered for which a premium charge is made and the excess coverage thereon.
- 16.24** At the time a loss occurs, the Associate Deputy Chancellor for Operations shall be notified by the Chief Business Officer and shall approve all loss claims and settlements. Any settlement over \$2,000 and under \$10,000 shall be reported to the Board of Regents for ratification. Settlements in the amount of \$10,000 or more must have the approval of the Board of Regents.
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Amended 25
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14.6 Copies of all telegrams sent shall be retained in the files of the department or office responsible for the charge for one fiscal year and shall be checked against the itemized bill from Western Union before vouchering the bill. The itemized statement from Western Union showing the persons sending each telegram and the person to whom the message was sent shall be attached to the voucher for payment.

14.7 Subscriptions to publications shall be vouchered after the first copy is received. This is noted on the voucher or invoice for payment, as well as the period covered by the subscription.

Sec. 15. Supplies and Equipment. -- At most of the component institutions, stationery, office supplies, and some other general supplies and equipment may be secured through an institutional supply center. Payment for such purchases shall be by interdepartmental transfer vouchers which originate in the office furnishing such materials. When supplies and equipment are purchased through the Board of Control, or are payable from local funds, the general regulations for preparation of vouchers shall be as outlined herein.

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