Travel Authorizations

Purpose

A travel authorization is required to identify absences from campus (or other designated headquarters) of business travel for periods of half a day or more during normal working period, whether or not there is a cost to the University.

Policy

The University requires prior approval and completion of a Request for Travel Authorization (VE5) document in accordance with section 1.14 of the State of Texas Travel Allowance Guide adopted by the Texas State Comptroller of Public Accounts.

Procedures

A Request for Travel Authorization (VE5) must be completed by the department travel planner on a VE5 document prior to travel. The VE5 is an electronic Define document that will route electronically for approvals.

The VE5 document will require the following information:

1. Name of traveler
2. Dates of travel
3. Destination
4. Purpose and benefit of travel
5. Account information and estimated costs

Appropriate arrangements for disposition of duties must be made in advance of travel. If classes are to be missed, a qualified member of the instructional staff shall be identified to be approved by the department Chair as a substitute instructor. Under normal circumstances, instructional days should not be missed.

Departmental head approval is required for all VE5 documents prior to travel.

Applicability

Applies to all University faculty and staff traveling on official state business.

Responsible Party

Comptroller

Last updated: March 19, 2007