

OFFICE OF THE BOARD OF REGENTS

MEMORANDUM

DATE June 26, 1967

TO: All Members of the Board of Regents

FROM: Betty Anne Thedford

SUBJECT: Regents' Rules and Regulations, Part Two, Amendment
Re Travel (Chapter III, Section 13.23)

Please destroy Page 15 (and 16) of the Regents' Rules and Regulations, Part Two, and substitute therefor the like numbered page that is enclosed. The amendment to the Rules and Regulations, Part Two, Chapter III, Section 13.23 that was adopted at the meeting on June 17 has been incorporated on the enclosed page.

T:njp
Enclosure

proper administrative channels to the executive head of the component institution for approval. At the Main University, requests for permission 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 permission to be absent.

- 13.22 Request for permission 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 Request for permission 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 Request for permission 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 outside the continental limits of the United States must have the written approval of the Chancellor and the Governor prior to the travel, in addition to the authorizations required in the appropriate preceding subdivisions.
- 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 subdivisions, the Chancellor may exercise such authority.
- 13.27 The chief administrative officers of the component institutions shall keep records of all approved absences and shall submit detailed summaries periodically to the Chancellor for distribution to the Board of Regents.
- 13.28 Approvals of travel shall not be routine or perfunctory, but shall be made only after the executive 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 Approval of 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. 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.
- 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 of the Main University.

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:

Main University - the Vice-Chancellor for Academic Affairs, the Business Manager, or the Auditor.

Texas Western College - the President or the Business Manager.

Medical Branch, Galveston - the Executive Director and Dean, the Associate Director, or the Business Manager.

Southwestern Medical School - the Dean or the Business Manager.

Dental Branch - the Dean or the Business Manager.

M. D. Anderson Hospital and Tumor Institute - The Director, the Administrator, or the Business Manager.

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

South Texas Medical School - the Dean or the Business Manager.

Arlington State College - the President or the Director of Business and Finance.

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 schedules:

13.331 If there is attached to the employee's expense account when submitted a "Paid" bill or receipt from a commercial hotel, motel, or other commercial lodging establishment for the employee's lodging for the period for which per diem reimbursement is claimed:

	Rates	
	<u>In State</u>	<u>Out of State</u>
Per diem per calendar day	\$12.00	\$15.00
One-fourth (1/4) the rate for a calendar day for each period of six (6) hours or fraction thereof (at least 2 hours)	3.00	3.75