

TRAVEL POLICIES AND PROCEDURES**Office Procedure**

The administrative staff in the Office for Faculty Excellence will effectively support and process faculty travel by separating the faculty alphabetically by last name for efficient completion of travel.

1. Approval of all travel is to be completed 2 weeks in advance of the travel (School of Nursing requirement).
2. Using the Request for Travel online form that the faculty member fills out, verify that ALL information on the Travel Request form is filled out, correct, and accurate. Check if all supporting documentation regarding travel was submitted. Contact the faculty if additional information or supporting documentation is needed.
3. Administrative staff will process faculty request for travel by contacting and travel agents and booking flights, rental cars etc. Correspond with faculty on the accurate completion of their individual forms.
 - a) Appropriate provisions must be made to carry on the faculty member's assignment during his/her absence prior to submitting the request. Under "Disposition of Work While Absent:" indicate the name of the person(s) responsible for your assignments.
 - b) Secure all approvals on the Request for Travel Authorization (RTA), prior to initiating travel, in order to receive travel reimbursement from School of Nursing accounts.
 - c) Make in-state hotel reservations at hotels that provide a "state rate." Provide a "state tax exempt" form/card upon hotel check in at in-state hotels, and check your final bill before paying, to validate that state hotel occupancy tax is not included. The institution will not reimburse you for this state tax - it will reimburse for the local/city taxes that will be included on your bill.
4. OFE staff submit the Travel Request Online Form received by the faculty to the Vice Dean for Faculty Excellence for approval.
5. OFE staff complete the Request for Travel Authorization, using the PeopleSoft systems.
6. Immediately upon return from travel, submit all receipts for allowable expenses. (Payment will be processed during a 30 day period, upon the completion of the trip. If receipts are given after the 30 days, a justification memorandum will need to be written and sent to accounting with the travel reimbursement packet.)
 - a) Travel Reimbursements: In general, expenses that can be reimbursed (to the stated limit, with the appropriate original receipt) include:
 - Registration fees
 - Lodging
 - Meals
 - Transportation (Taxi between hotel and airport, and hotel and conference site)

- Parking at San Antonio Airport
- b) Original receipts for airline (except UPT), hotel, car rental, gas, and parking must be provided for reimbursement. If sharing a hotel room with another faculty member - each one needs a separate hotel receipt.
 - c) Itemize your meal expenses when you turn in your request for travel reimbursement. You do have to provide receipts for your meals. Please note: Meal reimbursement is only allowed if an overnight stay is involved in the travel. Gratuities are not reimbursable.
 - d) Expenditures must correlate with the total days of travel and the approved RTA. Include time leaving and returning with your request for travel reimbursement.

Office Policies

Each travel request will be considered on its individual merit according to the following criteria:

1. Conform to the policies of The University of Texas Health Science Center at San Antonio and the School of Nursing policies.
2. Priority will be given to faculty in the following order:
 - a) Faculty members who are presenting papers, abstracts, posters and/or program participants at international meetings.
 - b) Faculty members who can demonstrate a significant benefit to the school's mission by participating in meetings.

Limitations

1. Faculty may request reimbursement for registration fees, travel costs and per diem expenses up to the amount specified by The University of Texas System and allocated with the School of Nursing budget.
2. Local travel can be reimbursed by the School of Nursing if conducting SoN business.
3. Foreign travel (Mexico and Canada are not considered foreign) is reimbursable. At least 2 weeks advance notice of foreign travel must be given in order for all forms to be processed. Any requests received by the Dean's Office with less than two weeks' advance notice will require that a memorandum of explanation be attached which clearly explains the reason as to why the reason for the late submission.