

<b>The University of North Texas at Dallas Policy Manual</b>	Chapter 4.000
<b>4.006 Reimbursement of Spousal and Relative Travel</b>	<b>Administration</b>

**Policy Statement.** Travel expenses incurred by a spouse or relative who accompanies a University of North Texas at Dallas employee on official university business may be reimbursed when the nonemployee’s presence serves a bona fide university business purpose and the travel is approved by the President prior to commencement of the travel. Appropriated funds may not be used to pay reimbursements and contract and grant funds may only be used if permitted and the provisions of the contract or grant are satisfied.

**Application of Policy.** This policy applies to all employees.

**Definitions.**

**Bona fide University Business.** The accomplishment of a governmental function directly entrusted to the University, including the reasonably necessary means and methods to accomplish the function, in which an employee’s spouse or relative has a significant role in the function, when protocol or tradition dictates attendance (such as alumni gatherings, fund-raising or ceremonial activities, and community events), or when the participation of the spouse is required or makes an important contribution to the success of an event.

**Procedures and Responsibilities.**

1. **Request for Approval of Travel.** An employee who intends to seek reimbursement for a spouse’s or relative’s travel must submit a request to the President prior to commencement of travel explaining the bona fide reason for travel of his or her spouse or relative. Upon return, documentation showing that the spouse's or relative’s attendance at the function qualifies for reimbursement, such as an event or meeting agenda or a letter of invitation requesting that the nonemployee attend the meeting or event, must be provided with the Travel Expense Voucher.

**Responsible Party:** Employees

2. **Prior Approval.** The President shall review the request prior to commencement of travel to determine whether the travel complies with this policy, including considering: the nature and duties of the employee’s office; the protocol and tradition, if any, of the spouse’s or the relative’s attendance; the purpose of the particular trip and then on employee’s connection with that purpose. Reimbursement will not be made, even if travel is prior-approved by the President, if the employee does not submit adequate verification that the travel qualifies for reimbursement upon submission of the Travel Expense Voucher.

Responsible Party: President

3. **Tax Consequences.** Reimbursements for a spouse's or relative's travel will be reviewed to determine whether the payment is taxable for federal income purposes.

Responsible Party: UNT Travel

**References and Cross-references.** None.

**Forms and Tools.** None.

Approved: 8/30/2010

Effective: 9/1/2010

Revised: