

<b>Policies of the University of North Texas</b>	Chapter 10
<b>10.050 Spousal Travel</b>	<b>Fiscal Management</b>

**Policy Statement.** The travel expenses of a spouse who accompanies a University business traveler are reimbursable under this policy, provided it can be established that the spouse's presence serves a bona fide University business purpose (defined below). To be reimbursable under this policy, all spousal travel must have prior written approval from the President and will be processed in accordance with the UNT Travel Guide.

**Application of Policy.** All University

**Definitions.**

1. **Bona fide University Business.** “Bona fide University Business” means 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.
2. **Spouse.** “Spouse” means a person in a legally recognized union of two individuals in a marital relationship, including a common law marriage as recognized by the law of the State of Texas.

**Procedures and Responsibilities.**

The travel expenses of a spouse who accompanies a University business traveler (e.g., the President, a Vice President, Athletic Director, or other employee as approved by the President) are reimbursable under this policy, provided it can be established that the spouse's presence serves a bona fide University business purpose(defined below). To be reimbursable under this policy, all spousal travel must have prior written approval from the President and will be processed in accordance with the UNT Travel Guide.

A spouse who attends a function is considered to have a business purpose if he or she has a significant role in the proceedings or makes an important contribution to the success of an event. Generally, protocol or tradition dictates when the participation of a high-level official's spouse is required at official University functions, such as alumni gatherings, fund-raising or ceremonial activities, certain athletic events (see below), and community events. Documentation should be provided with the Travel Expense Voucher to show that the spouse's attendance at the function meets the above conditions (e.g., an event or meeting agenda, or a letter of invitation requesting that the spouse attend the meeting or event).

Travel by a spouse who accompanies an athletic director (or assistant director or head coach) to sporting events such as bowl games and tournaments is presumed to have a bona fide University business purpose (see above) in situations where the NCAA or potential donors expect that certain high-ranking members of the athletic department, and their spouses, will participate in events associated with these athletic activities. The travel expenses of a spouse incurred in the pursuit of such activities may be reimbursed provided documentation, such as an NCAA event agenda, is provided to substantiate the business purpose of the travel.

Any reimbursement for spousal travel under this policy will be reviewed to determine whether the payment is taxable for federal income purposes.

Travel expenses incurred by other family members generally do not satisfy the bona fide University business purpose test and therefore are not reimbursable.

If a spouse has no significant role in the proceedings, or performs only incidental duties of a social or clerical nature, attendance does not constitute a bona fide business purpose. Such expenses may not be reimbursed under this policy.

Spousal travel expenses may not be charged to state appropriated funds. Contract and grant funds may only be used to reimburse spousal travel if the special provisions of the contract or grant are satisfied. Institutional funds may be used to fund spousal travel, provided the guidelines governing the use of the funds are met, and the use falls within the parameters of this policy.

Responsible Party: Purchasing and Payment Services

**References and Cross-references.**

UNT Travel Guide

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