

Policies of the University of North Texas at Dallas	Chapter 10
10.008 Travel	Fiscal Management

Policy Statement. Travel by authorized individuals must be in accordance with University of North Texas System Travel guidelines, UNT System regulation 08.15000, this policy, and applicable state laws. All travel must be approved in advance. Travel expenses must be reasonable and necessary for conducting University of North Texas at Dallas (“Institution”) business.

Application of Policy. This policy applies to all individuals authorized to travel on behalf of the institution, UNTD.

Definitions.

1. **Authorized Traveler.** “Authorized Traveler” means faculty and staff, prospective employees, and other non-employees traveling for institution-related business.
2. **UNT System Travel Guidelines.** “UNT System Travel Guidelines” or “Guidelines” means the documented travel approval and reimbursement procedures created and maintained by the UNT System Controller. The guidelines serve as the official procedural document for all institution travel management processing, and are managed and updated to include the most current rules and practices.

Procedures and Responsibilities.

All Institution travel must comply with the requirements detailed in the UNT System Travel Guidelines, including individual responsibility for registering international travel prior to departure.

Responsible Party: Authorized Travelers

References and Cross-references.

Regents Rule 10.600, Travel Expenditures and Reimbursement.
System Regulation 08.15000, Travel Administration
System Regulation 08.1000, Executive Travel

Forms and Tools.

UNT System Travel Guidelines

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