

Regulation of the University of North Texas System	Chapter 08 Fiscal Management
<b>08.15000      Travel Administration</b>	

**08.15001**            **Regulation Statement.** Travel by authorized individuals must be in accordance with University of North Texas System Travel guidelines, this regulation, and applicable state laws. All travel must be approved in advance. Travel expenses must be reasonable and necessary for conducting System or Institution business.

**08.15002**            **Application of Regulation.** This regulation applies to all individuals authorized to travel on behalf of the University of North Texas System and its Institutions.

**08.15003**            **Definitions.**

1. **Authorized Traveler.** “Authorized Traveler” means faculty and staff, prospective employees, and other non-employees traveling for System Administration or 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 shall serve as the official procedural document for all System travel management processing and will be managed and updated by the Controller’s office to include the most current rules and practices.

**08.15004**            **Procedures and Responsibilities.**

1. The UNT System Controller’s Office shall administer the travel management program, and ensure compliance with State of Texas laws and regulations, System regulations and the UNT System Travel Guidelines when processing payments for travel expenses.

Responsible party: UNT System Controller

2. All UNT System Administration and 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 08.1000, Executive Travel

**Forms and Tools:**

UNT System Travel Guidelines

Approved: November 10, 2016

Effective: November 10, 2016

Revised: