

# Travel Approvals

Texas State has instituted the following travel approval process. Please refer to following matrix for the appropriate approvals of travel requests and reimbursements.

| Travel Status                               |  | Travel Request Approvals <sup>1</sup> |                 |          |                        |   |   |   |
|---|--|---------------------------------------|-----------------|----------|------------------------|---|---|---|
|   | Grant funds – paid in part or in whole | Traveler/Travel Assistant             | Account Manager | Dean/AVP | Principal Investigator | Office of Research & Sponsored Programs | President/ Cabinet Officer <sup>2</sup> | Office of Research, Integrity, & Compliance |
| In-State                                    | No                                     | ✓                                     | ✓               |          |                        |   |   |   |
|   | Yes                                    | ✓                                     |                 |          | ✓                      | ✓                                       |   |   |
| Out-of-State and/or Excess Lodging          | No                                     | ✓                                     | ✓               |          |                        |   |   |   |
|   | Yes                                    | ✓                                     |                 |          | ✓                      | ✓                                       |   |   |
| Foreign – Non-Education Abroad <sup>3</sup> | No                                     | ✓                                     | ✓               | ✓        |                        |   | ✓                                       | ✓   |
|   | Yes                                    | ✓                                     |                 | ✓        | ✓                      | ✓                                       | ✓                                       | ✓   |
| Foreign – Education Abroad                  | No                                     | ✓                                     | ✓               | ✓        |                        |   | ✓                                       | ✓   |

## Pre-Approved Travel

For reimbursement and liability reasons, it is important and necessary that all Travel Requests be submitted and approved by the appropriate manager(s) or principal investigator(s) prior to departure. Athletics has a unique pre-approval process and that is defined in the section below. The approval workflow for Travel Requests ensures the traveler(s) is recognized as being in official business travel status and documents the traveler's and account manager's understanding of the agreed upon estimated costs for reimbursement. Cabinet approval is not required for out-of-state travel and/or excess lodging.

<sup>1</sup> Travel requests require all appropriate approvals prior to departure. Travel reimbursements only require the Traveler's approval unless the reimbursements deviate from the approved itinerary or amounts in excess of established tolerances. Any deviations required must be approved by the appropriate party.

<sup>2</sup> The President has delegated pre-approval of foreign travel to the Cabinet Officers except for travel by Cabinet Officers. Education Abroad foreign travel is pre-approved by the President and the TSUS (System) during a System board meeting and does not require Presidential approval on the travel request. However, note that Concur will route for delegated Presidential approval due to system configurations.

<sup>3</sup> All Non-Education Abroad foreign trips require a Form T-4, International Travel Release of Liability, Indemnification, and Assumption of Risk Agreement to be attached to the travel request for employees and students. If travel is to a country with a Level 3 or Level 4 Travel Advisory, the appropriate T-4E or T-4S must also be attached.

## **Athletic Requirements**

Athletics has a unique pre-approval process in order to follow the initiatives of both the university and the NCAA. All athletics team travel must be approved by the Business Manager, Athletic Compliance, and the Associate Athletic Director to ensure that all rules and regulations are being supported.

## **System Requirements**

The Texas State University System Rules and Regulations outline the approval requirements for travel. Article III, Section 6.(12) specifically addresses the requirement for advance approvals for in-state, out-of-state, and foreign travel by the President or designee.

## **Substitutions**

Approvers in the travel management system may designate a substitute for workflow approval on his or her behalf. This designation may be temporary or permanent. If the Approver is an account manager or principal investigator, the designations of a substitute does not relieve the approver from his or her responsibilities as outlined in UPPS 03.01.09 Fiscal Responsibilities of an Account Manager at Texas State. The approver nor the substitute may approve his or her own travel documents.

## **Travel Assistants (Proxies)**

Travelers may designate a Travel Assistant (Proxy) to aid in the creation or modification of a travel request or travel expense report. The traveler or Travel Assistant may "Submit" a travel request under any circumstances, however; only the traveler can "Submit" a travel expense report when a reimbursement to the traveler is requested. The Travel Assistant (Proxy) may "Submit" a travel reimbursement expense report when no reimbursement is requested (i.e. only company paid expenses included on the expense report or for zero-dollar travel).

## **Excess Lodging**

To comply with Internal Revenue Service regulations, Texas State has adopted the U.S. General Services Administration lodging rates. Payment or reimbursement in excess of these amounts is considered taxable wages unless it meets the IRS's accountable reporting plan.

Texas State has adopted the following policy meeting IRS requirements: Excess lodging is permitted with an acceptable invoice receipt when approved by the account manager or principal investigator.

## **Grant Funded Travel**

The Office of Research and Sponsored Programs (ORSP) oversees the compliance over grant funds. ORSP will review travel requests and expenditures, when required, to ensure these expenses are within the scope of the grant and permissible for payment or reimbursement.

## **Federal Export Control**

To meet federal requirements and safeguards on export controls, the Office of Research and Integrity Compliance reviews foreign travel requests and ensures travelers are aware of any travel and export restrictions when traveling to any country outside of the United States.