

**1. Title**

Travel

**2. Rule and Regulation**

Sec. 1 Institutional Travel Regulations. Institutions of the U.T. System will issue travel regulations covering authorization for travel and reimbursement for approved travel to implement applicable provisions of state law and regulations for the guidance of all personnel concerned. Following administrative approval by the appropriate Executive Vice Chancellor, travel regulations will be included in the institutional *Handbook of Operating Procedures*.

Sec. 2 Authorization for Foreign Travel. Authorization for foreign travel will be transmitted through proper administrative channels to the Chancellor or the president of the institution, as applicable, for advance written approval. Authorization for foreign travel by Chief Administrators must be obtained as required by [Rule 20205](#).

**3. Definitions**

Foreign Travel – travel to, in, or from a destination that is neither in the United States nor a possession of the United States.

Chief Administrator – means the Chancellor or the president at each U.T. System institution.

**4. Relevant Federal and State Statutes**

*Texas Education Code* [Section 51B.201](#) – Foreign Travel

*Texas Education Code* [Section 65.31](#) – General Powers and Duties

*Texas Government Code* [Section 660.003](#) – Applicability of Travel Expenses

*Texas Government Code* [Section 660.024](#) – Advance Approval for Certain International Travel

*Texas Government Code* [Section 2203.004](#) – Requirement to Use State Property for State Purposes

[Governor's Executive Order GA-48 relating to the hardening of state government](#)

**5. Relevant System Policies, Procedures, and Forms**

Regents' *Rules and Regulations*, [Rule 20205](#) – Expenditures for Travel and Entertainment by Chief Administrators

Regents' *Rules and Regulations*, [Rule 31005](#) – Faculty or Staff Absence

The University of Texas System Policy [UTS 120](#), *Spousal Travel Policy*

The University of Texas System Policy [UTS 190](#), *International Travel Policy*

The University of Texas Systemwide Policy [UTS 191](#), *Travel Guidance for Presidents and Their Spouses*

**7. System Administration Office(s) Responsible for Rule**

Office of the Board of Regents

**8. Dates Approved or Amended**

[Regents' Rules Revision History](#)