

Regulation of the University of North Texas System	Chapter 08 Fiscal Management
<b>08.1000 Executive Travel</b>	

**08.1001**

**Regulation Statement.** First class or business class travel may be reimbursed for System and Institution executives, if approved in accordance with this Regulation, in the following circumstances:

1. First class or business class travel may be reimbursed, without limitation as to the source of funds, if it is the only available fare departing within twenty-four hours of the executive's proposed departure time, or arriving within twenty-four hours of the executive's proposed arrival time.
2. First class or business class travel may be reimbursed, without limitation as to the source of funds, if it is required to accommodate an executive's documented medical or physical limitation.
3. First class or business class travel may be reimbursed, solely from institutional funds, if there is a documented and approved business reason for the upgrade.
4. First class or business class travel may be reimbursed, solely from institutional funds, if the scheduled travel time, including stopovers and changing conveyances, is in excess of 10 hours each way, or if the number of miles traveled exceeds 6,000 each way.

**08.1002**

**Application of Regulation.** This regulation applies to System and Institution executives.

**08.1003**

**Definitions.**

1. **Executive.** "Executive" means the Chancellor of the System and the Presidents of the Institutions.

2. First Class Travel or Fare. “First class travel or fare” means accommodation on a train, passenger ship, airplane, or other conveyance that is upgraded from economy or coach class; includes fares designated as, or equivalent to, First Class on domestic flights and Business Class on international flights.
3. Business Class Travel or Fare. “Business class travel or fare” means accommodation on a train, passenger ship, airplane, or other conveyance that is upgraded from economy or coach class; includes fares designated as, or equivalent to, Business Class.
4. Documented Business Reason. A “documented business reason” is a justification for reimbursement for first class or business class travel by an executive based on its benefits to the System or Institution that is documented by the executive and approved by the authorized signer. Benefits to the System or Institution may include, but are not limited to: providing overall cost savings to the System or Institution by limiting the duration of the trip to avoid additional travel expenses, by limiting productivity loss while traveling, by a significant presentation or demanding meeting immediately upon arrival, or for personal safety reasons.
5. Documented Medical or Physical Limitation. “Documented medical or physical limitation” is a justification for reimbursement for first class or business class travel by an executive based on a disability or other special need that causes coach or economy class travel to be physically burdensome that is documented annually by a competent medical authority.
6. Institutional Funds. “Institutional funds” are those funds that are not appropriated by the General Appropriations Act.
7. Authorized Signer. The “authorized signer” for reimbursement for first class or business class travel by the

Chancellor is the Chairman of the Board of Regents; the authorized signer for reimbursement for first class or business class travel by the Presidents is the Chancellor.

**08.1004**                    **Procedures and Responsibilities.**

1. Submit a request for reimbursement for first class or business class travel to the authorized signer.

Responsible Party:    Executive

2. In addition to the request for reimbursement, submit supporting documentation indicating why the first class or business class travel may be reimbursed in accordance with this Regulation.

Responsible Party:    Executive

3. If approved, sign the request for reimbursement.

Responsible Party:    Authorized Signer

4. If the travel was upgraded for a documented business reason, sign the supporting documentation.

Responsible Party:    Authorized Signer

5. Reimburse the executive for the upgraded travel.

Responsible Party:    Purchasing Department

**References and Cross-references:**

System Administration Policy 04.901

University of North Texas Policy 2.1.15

University of North Texas Health Science Center Official Fiscal Regulations Section IX

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