

10.600 Travel Expenditures and Reimbursement

10.601 Travel Regulations. The System Administration and each Institution shall adopt travel policies covering authorization for travel and reimbursement for approved travel to implement applicable provisions of state law, including Chapter 660 of the Texas Government Code, and the Texas Travel Allowance Guide.

10.602 Authorization for Foreign Travel. Employees must have prior authorization in writing for foreign travel for official business. Requests for authorization for foreign travel shall be transmitted through proper administrative channels to the Chancellor or to the President of the Institution as applicable for advance written approval. Foreign Travel shall include travel to, in, or from a destination that is not in the United States or a territory or possession of the United States, Mexico, or Canada.

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