Finance and Operations Travel Policy FO-TR 42
Team/Group Travel Policy

DEFINITION OF TEAM/GROUP POLICY

1. GENERAL

One or more staff or faculty accompanying one or more students traveling as a team/group, in which the travel arrangements are made for the group rather than individually.

1.01 A University Travel P-Card may be used only when one or more staff or faculty accompany one or more students traveling as a group for University business or a University-sponsored activity, in which the travel arrangements are made for the group rather than individually. The Travel P-Cards may be maintained by the department and checked out by SHSU staff or faculty, on a case by case basis, to use for travel expenses.

1.02 At the department level, the Travel P-Card may be used to pre-pay or post-pay the group airfare, bus, and hotel expenses.

1.03 The responsible employee traveling with the team/group may be granted temporary use of the Travel P-Card to pay for meals, incidentals, and lodging expenses if necessary, provided he or she follows all SHSU travel policies concerning meal and lodging rates for the group, and other travel policies that relate to the travel.

1.04 Alternatively, an individual staff member with the team/group travel may be permitted to maintain custody of a Travel P-Card when the department chair has authorized such use in writing and the same has been approved in writing through the Procurement and Business Services Department http//www.shsu.edu/~pur www/. Such authority granted shall not extend beyond the end of the semester.

1.05 An employee, who has been issued a Travel P-Card through the Procurement and Business Services Department, must attend any mandatory training sessions required by the Procurement and Business Services Department.

1.06 Each person authorized to use the Travel P-Card shall sign a statement that he or she has read and understands the Texas State University System Ethics Policy, Rules and Regulations, Chapter VIII, Paragraphs 4.2 and 5.

1.07 All travel expenses charged to the Travel P-Card will be reconciled by the Disbursements and Travel Services Department. If travel policies are not followed and/or the Travel P-Card is misused, the Travel P-Card will be pulled and the responsible party may be: a) required to reimburse the losses; and/or, b) ruled ineligible to use the card in the future.

Reviewed By: Norma O’Bannon and Paige Smith
Approved By: President’s Cabinet
Date: 3/7/2011
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Date: 3/14/2011