**University Advancement Travel Policy UA/PPS No. 05.01**

**Issue No. 2
Effective Date: 01/24/2018
Next Review Date: 12/01/2023 (E5Y)**

**Senior Reviewer: Executive Assistant, University Advancement**

**01. POLICY STATEMENT**

01.01 The purpose of this policy is to provide additional and supplemental travel guidelines for University Advancement personnel. University Advancement personnel will comply with university travel guidance and this division policy statement. This policy will apply to all University Advancement employees regardless of the source of funds used to pay travel costs.

**02. TRAVEL – RENTAL CARS**

02.01 University Advancement employees will use the university-designated rental car vendors.

02.02 University Advancement employees will fill the gas tank of the rental vehicle before returning to the vendor. University Advancement will not reimburse the additional expense of a rental car company refueling the vehicle.

**03. TRAVEL – Miscellaneous Procedures**

03.01 Department administrative assistants (trained travel assistants) will either make lodging reservations or advise the employee on making lodging reservations to ensure the correct rates are obtained.

03.02 Reservations for rental cars for Major Gifts officers and Development officers must be submitted to the department administrative assistant (trained travel assistant). Questions concerning rental cars may be directed to the vice president for University Advancement (VPUA) Administrative Team.

03.03 UA travelers will place all business travel-related appointments on their electronic office calendar. This information must include:

a. time of departure;

b. time of arrival;

c. location;

d. reason for travel (conference, prospect visit, etc.);

e. prospect name, if applicable; and

f. telephone contact number.

This information is necessary for the administrative assistant to track travel and complete a travel reimbursement voucher.

03.04 MiFi, a wireless router that acts as a mobile Wi-Fi hotspot, is available for check out when traveling. Any traveler that uses an outside service for Wi-Fi instead of one of the available MiFis will not be reimbursed for the expense. Any exceptions require approval from the VPUA executive assistant.

**04. REVIEWERS OF THIS PPS**

 04.01 Reviewers of the PPS include the following:

Position Date

Executive Assistant, December 1 E5Y

University Advancement

**05. CERTIFICATION STATEMENT**

 This PPS has been approved by the following individuals in their official capacities and represents Texas State University Advancement Division policy and procedure from the date of this document until superseded.

 Executive Assistant, University Advancement; senior reviewer of this PPS

 Vice President for University Advancement