# Travel Policies Regarding University UPPS No. 05.06.02

# Representative Performance Issue No. 8

# Organizations Effective Date: 04/30/2021

#  Next Review Date: 04/01/2025 (E4Y)

**Sr. Reviewer: Dean, College of Fine Arts and Communication**

**POLICY STATEMENT**

*Texas State University is committed to promoting proper financial stewardship of monies that allow for the university to be represented in different performance events or activities.*

**01. DEFINITIONS**

01.01 Representative University Performance Organization – a student organization that represents Texas State by performing for entertainment, educational, or sporting purposes. This includes, but is not limited to, the following:

1. music instrumental ensembles;
2. choral groups and vocal ensembles;
3. Strutters and cheerleaders;
4. dance groups;
5. theatre productions;
6. debate team; and
7. sports clubs.

01.02 University Organized Trip – a trip initiated, planned, or arranged by a member of the university's faculty or staff and approved by an appropriate administrator. Funding may or may not be provided from university accounts. University organized trips remain subject to all travel and procurement policies and procedures.

01.03 Appropriate Administrator – a cabinet officer, dean or dean equivalent, or chair or chair equivalent.

02. CRITERIA FOR ACCEPTING INVITATIONS INVOLVING TRAVEL TO PERFORM AS REPRESENTATIVES OF THE UNIVERSITY

02.01 This policy provides guidelines for approving requests from a university representative performance organization to travel to events or activities and represent the university, provides guidance for paying costs related to the trip, and applies to representative university student organizations, regardless of the source of funds used to pay travel costs. This policy does not apply to university organized trips (see Section 02.02).

02.02 A representative university performance organization must meet the following criteria in order for it to receive consideration for approval to travel under this policy:

1. the activity should enhance the image of the university;
2. most group members must find the travel costs economically feasible;
3. the university will give priority for travel to events that are held during non-class time or that involve a minimum amount of time away from academic endeavors;
4. the university will give priority for travel to events that are held within its recruiting area; and
5. travel outside of the continental United States must meet all of the above criteria, except Section 03.01 d. It must also provide a distinctive learning opportunity for students and a significant publicity opportunity for the university.

**03. OPERATING PROCEDURES**

03.01 When a trip is proposed by a university representative performance organization, the group’s sponsor must route the travel proposal through the approved reporting channels using a [Request to Travel Off Campus form](http://gato-docs.its.txstate.edu/jcr%3A05694952-45b1-46e5-b187-15ae4661f336/T-10%20Travel%25.xlsx). Student organizations originating in an academic unit (i.e., music ensembles, choral groups, debate team, theatre, and dance groups) need the approval of the department chair or school director. Athletic clubs and organizations, such as Strutters or cheer teams, need the approval of their director or coach. Organizations that report to the Dean of Students Office need the approval of the dean of Students.

03.02 The university representative performance organization must route a travel authorization in accordance with university travel policies and procedures. All travel costs to be paid from university accounts must follow university travel policies and procedures (refer to UPPS No. 05.06.05, Business Travel and the [Travel Office website](http://www.txstate.edu/gao/ap/travel/) for further information).

03.03 If the university representative performance organization's travel to an event is funded through a university account, the account manager will follow normal university payment policies and procedures. The organization’s members’ personal funds must not be commingled with funds in a university account.

03.04 Donated funds may pay a portion or all of the travel costs. University policy allows for the deposit of gifts restricted to an organization’s use in a Texas State account within the restricted fund group. If a new account is needed, the sponsor of the organization should contact the Financial Reporting & Analysis Office within the General Accounting Office to initiate the request.

03.05 Time keeping for travel for staff accompanying the university representative performance organization will be kept pursuant to the time keeping guidelines found in the [Compensable Travel Time Chart](http://gato-docs.its.txstate.edu/jcr%3Aa2ccecd5-3baf-485c-ac73-939a72dd6b01/Compensable%20Travel%20Time%20Chart.pdf).

**04. PROCUREMENT PROCEDURE**

04.01 University representative performance organizations must follow university procurement procedures for trips funded, in whole or in part, from university funds. Trips funded in total from non-university accounts are exempt from university procurement requirements.

**05.** **REVIEWERS OF THIS UPPS**

05.01 Reviewers of this UPPS include the following:

Position Date

Dean, College of Fine Arts and April 1 E4Y

Communication

Associate Director, Athletics April 1 E4Y

Director, Accounting April 1 E4Y

**06. CERTIFICATION STATEMENT**

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

Dean, Fine Arts and Communication; senior reviewer of this UPPS

Provost and Vice President for Academic Affairs

President