

## **Board Policy 51.03 Travel Reimbursement**

### Faculty and Staff

The board delegates to the president or his or her designee the authority to approve all travel reimbursement for faculty and staff from appropriated or other funds. All such reimbursements must comply with University and State of Texas rules and regulations on travel (*See* TSU MAPPs 03.02.10 and 03.02.11; General Appropriations Act, Article IX, Part 5; Chapter 660 of the Texas Government Code, referred to as the Travel Regulations Act; 34 Texas Administrative Code §5.22, referred to as State of Texas Travel Guidance).

### Board of Regents

#### *Overview*

The Texas Education Code allows Texas Southern University to pay for the regents' actual expenses incurred in the discharge of their duties from any available funds of the University. *See* Tex. Educ. Code §106.15.

The term “in the discharge of their duties” shall mean the accomplishment of board duties as defined by Section 51.352 of the Texas Education Code and the Board’s Bylaws, including the reasonably necessary means and methods to accomplish those duties.

The term “expenses” specifically includes transportation, meals, and lodging expenses, in amounts not to exceed the rates and limitations specified in University and State of Texas rules and regulations on travel (*See* TSU MAPPs 03.02.10 and 03.02.11; General Appropriations Act, Article IX, Part 5; Chapter 660 of the Texas Government Code, referred to as the Travel Regulations Act; 34 Texas Administrative Code §5.22, referred to as State of Texas Travel Guidance).

All regent expenses/requests for reimbursement must comply with University and State of Texas rules and regulations on travel and fall within the University budget allocated for that purpose. Regent expenses reimbursed or paid from state appropriated funds shall not exceed the annual cap contained in the General Appropriations Act for that purpose for the biennium.

Any incremental travel expenses incurred by the university or by a board member on behalf of a board member’s spouse, dependents or guests, in attending the work of the board, are the sole responsibility of the board member.

Except for expenses associated with attendance at regularly scheduled board meetings, all requests for reimbursement of regent expenses, including **domestic** travel and business meals while discharging board duties, must be preapproved by the Board Chair or Vice Chair, or in the case of the Board Chair’s expenses, the Vice Chair, before the expense is incurred.

#### *Process*

A separate record of regent expenses, expense approvals, and reimbursement requests shall be kept and maintained as provided in the University’s rules and regulations on travel (*See* TSU MAPPs 03.02.10 and 03.02.11).

Regent reimbursement and preapproval requests shall first be prepared by the Board Office then forwarded to the Division of Business and Finance for review and returned to the Board Office for submission to the Board Chair or Vice Chair (as applicable) for final approval.

The Board Office shall develop procedures for regent submission of expenses and requests for reimbursement, and Board Office review of same for compliance with University and State rules and regulations on travel prior to submission to the Division of Business and Finance or the Board Chair or Vice Chair.

#### *Annual Audit*

The Audit and Compliance Committee Chair in coordination with the Internal Auditor shall ensure regent expenses and requests for reimbursement are audited annually and the resulting audit report submitted to the Board.

#### Policy and State Law References

Detailed University and State of Texas travel rules and regulations are available as follows:

- University Rules
  - TSU MAPP 3.02.10: Travel Paid from State -Appropriated Funds  
<https://www.tsu.edu/mapp/pdf/fiscal-affairs/030210-trvl-pd-state-001.pdf>
  - TSU MAPP 3.02.11: Travel Paid from Local Funds  
<https://www.tsu.edu/mapp/pdf/fiscal-affairs/030211-trvl-pd-local-001.pdf>
- State Rules
  - General Appropriations Act for the Current Biennium  
<https://lrl.texas.gov/legis/budget.cfm>
  - Chapter 660 of the Texas Government Act, Travel Regulations Act  
<https://statutes.capitol.texas.gov/Docs/GV/htm/GV.660.htm>
  - 34 Texas Administrative Code §5.22, State of Texas Travel Guidance [https://texas-sos.appianportalsgov.com/rules-and-meetings?\\$locale=en\\_US&interface=VIEW\\_TAC\\_SUMMARY&queryAsDate=01%2F10%2F2025&recordId=199831](https://texas-sos.appianportalsgov.com/rules-and-meetings?$locale=en_US&interface=VIEW_TAC_SUMMARY&queryAsDate=01%2F10%2F2025&recordId=199831)
  - State Comptroller's website on state travel rules, TexTravel  
<https://fm.xcpa.texas.gov/fmx/travel/texttravel/index.php>