

PROCEDURE LIT.4.03.04
SPECIAL CIRCUMSTANCES

SCOPE: Faculty and Staff

1. If a traveler deviates from the normal, direct route of travel between the point of origin and the duty point for personal reasons, the cost for per diem and transportation will not be reimbursed for that portion of the trip.
 - 1.1. A traveler who stops for personal reasons at an intermediate point in the normal, direct route of travel shall not be on travel status for that amount of time, and any additional expense incurred for the stop may not be reimbursed.
2. A traveler may not receive reimbursement for the following incidental expenses incurred while traveling on official state business:
 - 2.1. Any expense that does not relate to official state business.
 - 2.2. Any expense, with the exception of parking and toll expenses, related to the operation of a personally owned or leased motor vehicle, including traffic violations or citations.
 - 2.3. Personal expenses, such as the rental or purchase of a DVD/video tape for personal entertainment, dry cleaning or laundry, or kennel expenses for a pet.

Related Policies: LIT.4.03 Travel

Relevant Forms/Documents: Request to Travel, Travel Voucher, Request to Increase Maximum Lodging Rate, Hotel Occupancy Tax Exemption Certificate

Relevant TSUS Policies/Forms/Documents: TSUS Rules & Regulations Chapter 3, Section 6.(10)

Relevant Statutes: Texas Government Code Chapter 660; Texas Education Code 51.009

Relevant SACSOC Standards:

Document History:

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