PROCEDURE LIT.4.03.05
REQUEST TO TRAVEL

SCOPE: Faculty and Staff

1. A Request to Travel form must be submitted at least 5 days prior to travel in order to allow time for review and approval.

   1.1. Travel requests must be fully approved with proper signatures prior to leaving for the trip.

   1.2. Failure to submit a Request to Travel form prior to travel could result in not being reimbursed for travel expenses.

2. Request to Travel Form Instructions

   2.1. Submit an approved two-page form (Request to Travel and Supplemental Sheet).

      2.1.1. Complete all requested information on the forms without abbreviations or acronyms. Incomplete forms will be returned.
         2.1.1.1. Attach point to point mileage via Google maps.
         2.1.1.2. Attach event agenda with each day's events and meals provided listed.

      2.1.2. Complete the Supplemental Expense Sheet
         2.1.2.1. Use the correct Supplemental Expense Sheet to calculate travel expenses.
            2.1.2.1.1. TX Supplemental Sheet – trips within the State of Texas
            2.1.2.1.2. Non-TX Supplemental Sheet – Trips outside the State of Texas
         2.1.2.2. Information entered on the Supplemental Sheet(s) should auto-populate information on the Request to Travel form

      2.1.3. Complete Request to Travel Form
         2.1.3.1. Enter the Traveler Name, Employee ID, Department, Title, and Dates of Travel
         2.1.3.2. Destination – city and state of destination
         2.1.3.3. Purpose of travel – list event description and benefit to the LIT without abbreviations or acronyms
         2.1.3.4. Fund, Organization Program – list budget account being used
         2.1.3.5. Insert expense in the detail description boxes including:
            2.1.3.5.1. Public Transportation – fill in taxi, air fare, and rental car. Airline baggage fees are considered airfare.
            2.1.3.5.2. Point to point mileage between any two cities can be found via the Google Maps.
            2.1.3.5.3. Incidental Expenses – Incidental expense include hotel room tax, business phone calls and parking.
            2.1.3.5.4. Distribute meal per diem as provided in the current U.S. General Services Administration's (GSA's) federal Domestic Maximum Per Diem Rates.
               2.1.3.5.4.1. These rates will be used for all In-State and Out-of-State meal rates.
               2.1.3.5.4.2. Rounding to the nearest dollar is allowed.

2.2. When requesting an exception to the maximum lodging rate - Complete Request to Increase Maximum Lodging Rate form, obtain required approvals, and attach to the Request to Travel.

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:
Adopted: July 2026
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