

Regional Center and Online Programs Travel Procedure

Effective 1/1/2021

Prior Approval

University travel is only permissible if it is essential and pre-approved by the Vice Chancellor of Academic Affairs until further notice. The pre-approval by the Vice Chancellor must be attached to the travel reimbursement request before it will be processed.

All requests must be approved by both the Academic Department Chair and Regional Center and Online Programs Director before submitted to the appropriate Program Resources Specialist for processing, (along with a copy of the conference programs or conference URL) at least eight weeks prior to the departure date. [Travel Request Form](#)

Travel Arrangements

World Travel Services is the university's preferred travel vendor and employees are encouraged to use World Travel to ensure that they receive negotiated discounts, required supporting documentation and assistance in complying with university policy. [Concur Solutions](#)
Reimbursement can only be made according to [Fiscal Policy FI0705](#)

Travel Limitations

The Office of Regional Centers and Online Programs will support round-trip airfare, lodging, meals, and conference registration up to \$1,000 per fiscal year for a full-time faculty member who delivers a paper or is a discussant (conference programs must list the participant as being affiliated with UTM) or if the faculty member is required to attend a conference as an officer of a sponsoring association, editor of a journal, or some other official capacity. Requests for total travel reimbursement more than \$1,000 in a given fiscal year may be considered by way of exception to this policy, following the same prior approval procedures described above. Faculty with grant and/or research funds should utilize those resources first.