Chair Travel Process

Department Chair, Center Director, and Associate Dean
Travel Process

- For travel using Faculty Travel Grant (FTG) or Dean’s supplemental funds, follow the “Faculty Travel Grant Process.”
- For international travel not on FTG or Dean’s supplemental funds, follow the “International Travel Process.”
- The traveler completes a Travel Authorization Request (TAR) via the online request form system at https://utdirect.utexas.edu/apps/services/requests/ and assigns it to the unit travel coordinator.
- The travel coordinator reviews and completes the TAR:
  - Verify that the traveler has provided the name of colleague(s) assuming duties, including chair and administrative duties.
  - Verify that conference and travel dates match; provide an explanation in the “Request Notes” section of the TAR if the travel dates are more than one day before or after the conference dates.
  - Add account and other required information.
  - All personal travel must be at no cost to UT.
  - Upload the required documentation as a single PDF attachment to the TAR.
    - If presenting paper: abstract/description of paper and email/other confirmation of acceptance.
    - If attending conference: agenda/description of conference.
    - If attending meeting: description of meeting and email/other confirmation of invitation.
    - Research/other activities: statement of work and other pertinent documentation.
      - If on a grant, include a proposal and/or budget narrative that provides context and documents the need for the travel.
      - If consulting work, confirm that outside employment was approved and include a written invitation.
- The travel coordinator verifies that all necessary information was captured on the VE5, then routes it forward for approval.

For faculty center directors, the travel coordinator assigns the TAR to the department chair for approval.
- The department chair assigns the TAR back to the travel coordinator to indicate approval.
- The travel coordinator assigns the TAR to Group 00123 “COE Deans Office.”
- Dean’s Office staff works with the travel coordinator to resolve any inconsistencies or missing information.
- Dean’s Office staff assigns the TAR back to the travel coordinator to indicate Dean’s Office approval.
- The travel coordinator finalizes the TAR, which automatically generates the VE5.
- The travel coordinator verifies that all necessary information was captured on the VE5, then routes it forward for approval.