Chair Travel Process

**Travel policy and COVID-19**

Review additional guidance at [COE: Travel Pre-Authorization Process Related to COVID-19](#).

**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/](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.
- 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.