

Chair, Center Director, and Associate Dean Travel Policy and Process

Department Chair, Center Director, and Associate Dean Travel Policy

Business travel for department chairs, center director's, and associate deans must be pre-approved by the Dean via the normal TAR process, even if the travel is at no cost to the University.

For non-business travel (vacation), send a request email to Dean.Education@austin.utexas.edu with a copy to [Karen Pfeiffer](#) at least 6 weeks prior to travel.

Please consult your AM for your department's policy and process.

UT Austin's Handbook of Operating Procedures addresses travel authorizations in HOP 3-1210: <https://www.policies.utexas.edu/policies/travel-requests>.

For *personal* time away requests, see [COE: Personal Time Away - Direct Reports to Dean and Associate Deans](#).

Process

- For travel using Faculty Travel Grant (FTG) follow the "[Faculty Travel Grant Process](#)" for either domestic and international travel.
- For international travel not on FTG or Dean's supplemental funds, go to the "[International Travel Policy and Process](#)".
- For domestic travel, 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. Additional days will be considered personal at no cost to UT.
 - Add account and other required information.
 - Any 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 or meeting: agenda/description 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 who report to a departmental chair, the travel coordinator assigns the TAR to the department chair for approval. MCPER and IPSI contact the Dean's Office for more information.
 - The department chair assigns the TAR back to the travel coordinator indicating approval.

If the Center Director does NOT report to the Dean, the travel coordinator finalizes the TAR and the Dean's Office is not involved. If the Center Director reports to the Dean, continue below. MCPER and IPSI contact the Dean's Office.

- The travel coordinator assigns the TAR to Group 00322 "COE Travel."
- Dean's Office staff works with the travel coordinator to resolve any inconsistencies or missing information.
- Dean's Office staff obtains Dean's approval.
- 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.