International Travel – MS Fund Source Guidelines

Effective: December 10, 2015

Important Notes

International travel is allowable in the Medical School on grant, gift, and endowment accounts. If the traveler is presenting, speaking, or moderating then designated funds including MSRDP and Indirect Cost Recovery are allowable contingent upon proof of presenting, speaking, or moderating and the Chair’s approval signature.

Restrictions Specified by the Dean

If an employee wishes to attend a meeting internationally, but is not speaking, presenting, nor moderating, then the traveler is restricted to utilizing grant, gift or endowment funds:

- Sponsored projects (fund range 50000 – 57999)
- Gift funds (fund range 58000 – 58999)
- Endowment funds (fund range 60000 – 60XXX)

If an employee wishes to attend a meeting internationally and utilize designated funds such as MSRDP (fund range 30000 – 34999) and Indirect Cost Recovery (fund range 37000 – 37999), then the following criteria must be met.

- The Request for Travel Authorization (RTA) must have Chair approval. This approval may not be delegated further. The only exception is when the Chair is out of the office and has a written delegation of signature authority in place. A copy of that delegation of signature authority should be attached to the RTA.
- By approving the RTA, the Chair is certifying that there are legitimate, critical needs for this travel such as the traveler is an invited moderator or presenter or is engaged in a research collaboration.
- A copy of the invitation to moderate, speak, or present or other supporting documentation must be attached to the RTA.

Contact

Please contact The Office of Administration for more information and guidance on how to carry out this procedure.

Phone Number: 713-500-5020

Email: OAFA@uth.tmc.edu

Room Number: MSB G.420