

**PRAIRIE VIEW A&M UNIVERSITY  
UNIVERSITY ADMINISTRATIVE PROCEDURE**



**21.01.03.P0.01 Official Travel By Spouses and Relatives of Employees**

Approved November 03, 2009

Revised January 19, 2016

Reviewed January 29, 2021

Next Scheduled Review: January 2026

**UAP Purpose**

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The purpose of this University Administrative Procedure (UAP) is to ensure compliance with System Regulation [21.01.03 Disbursement of Funds](#) which allows for reimbursement to spouses and relatives of University employees for travel expenses if his or her presence at a function or on a trip is for an official purpose benefitting the Texas A&M University System and/or the State of Texas.

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**Official Procedures and Responsibilities**

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**1. GOVERNING REGULATIONS**

- 1.1 An employee must request and receive permission prior to the beginning travel date from the Office of the President for a spouse or relative to travel and be reimbursed under this UAP.
  - 1.2 The Office of the Chancellor will approve travel reimbursement requests for the President's spouse and/or relatives.
  - 1.3 The Office of the President will review requests on a case-by-case basis and make the determination if approval warrants the presence of a spouse or relative for an official business purpose.
    - 1.3.1 Factors to be considered are the nature and duties of the employee's office, the traditional role of the employee's spouse or relative, the trip purpose and the spouse or relative's connection with that purpose.
    - 1.3.2 An approval letter from the Office of the President must be attached with the travel request documents submitted via Concur.
  - 1.4 Travel expenses for an employee's spouse or relative must be paid from institutional funds.
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**Related Statutes, Policies, Regulations and Rules**

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[System Regulation 21.01.03 Disbursement of Funds](#)

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**Contact Office**

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Office of Business Affairs	936-261-2150
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