

DEPARTMENT OF ORTHOPAEDIC SURGERY

POLICIES AND PROCEDURES

RESIDENT TRAVEL

POLICY: It is the policy of UT Southwestern that a properly completed travel authorization be submitted and approved in advance of the start date of the trip.

The Department of Orthopaedic Surgery Residency Program has established a Travel Policy more specific to the residents and fellows in our training program to accommodate the needs of the business that will help ensure university policies are adhered to, all relevant parties are notified and approval is granted prior to travel.

******Please note that an Intent to Travel is required for any and all travel******

1. The related Intent to Travel form should be completed and sent to the appropriate administrative personnel no less than 60 days before the first day of travel if airfare is being arranged by the department and/or reimbursement is being requested to allow adequate time for review and approval.
2. A PeopleSoft Travel Authorization is generated from the Intent to Travel form and is required by the university to be submitted no fewer than seven business days prior to travel to allow time for processing and approval.
3. Registration is a reimbursable expense and should be requested for reimbursement upon return of the trip along with other trip expenses (i.e. food, parking, etc.) Under certain circumstances where registration is approved to be paid in advance, the request for payment should be made no less than 30 days in advance to allow time for payment processing.
4. The university also requires timeliness of reporting in that employee claims for reimbursement of approved travel expenses should be submitted within 10 days of completion of the trip. Complete the appropriate department "Travel Reimbursement Form" and carefully assemble your receipts by date and type and affix itemized meal receipts to the department "Travel Meal Receipts Form" and submit all completed forms to the appropriate administrative personnel so that a PeopleSoft Expense Report can be created and submitted for approval on your behalf.

Please refer to UT Southwestern Medical Center's Official Travel Procedure under Accounting and Fiscal Services in the Accounting Documents Library for any questions or concerns.