



THE TEXAS STATE UNIVERSITY SYSTEM

RULES AND REGULATIONS

LAMAR UNIVERSITY

SAM HOUSTON STATE UNIVERSITY

SUL ROSS STATE UNIVERSITY

SUL ROSS STATE UNIVERSITY RIO GRANDE COLLEGE

TEXAS STATE UNIVERSITY-SAN MARCOS

LAMAR INSTITUTE OF TECHNOLOGY

LAMAR STATE COLLEGE-ORANGE

LAMAR STATE COLLEGE-PORT ARTHUR

Adopted September 1, 1980

Amended May 17, 2007

- 6.(10) Acceptance of Small Gifts. The Board welcomes contributions, both large and small, in aid of the various missions of the Component (see *Chapter III, Subsection 1.7*).
- 6.(11) Establishment of Permanent Endowments. The Board encourages creation of permanent endowments at System Components and authorizes each President to set the monetary levels required to establish such endowments.
- 6.(12) Travel Guidelines.
- 6.(12)1 In-State Travel. The Component Presidents, or their respective designees, are authorized to approve the in-state travel for personnel within their Components.
- 6.(12)2 Out-of-State Travel. The Component Presidents, or their respective designees, are authorized to approve out-of-state travel for personnel within their Components, provided the travel request is sought and approved by the President or the President's designee in advance of the travel.
- 6.(12)3 Out-of-Country Travel and Reimbursements. All out-of-country official Component travel and reimbursements (excluding trips to Mexico, Canada, and U.S. territories) require advance approval by the Component President and shall be reported annually to the Chancellor and Board. The President's out-of-country-travel and reimbursements require pre-approval by the Chancellor; and the Chancellor's out-of-country travel and reimbursements require pre-approval by the Board chair. Travel by and reimbursements for regents and system office employees require advance approval by the Chancellor. Before being authorized to embark on such travel, the regent, employee or student must sign a liability waiver and release of claims in favor of the Component, the Board of Regents and their employees.
- 6.(12)4 Official Business. The allocation of funds for individuals to attend out-of-state meetings shall be restricted to expenditures for official business, and the available funds shall be allocated so as to encourage maximum participation by the faculty and staff.
- 6.(12)5 Reported Travel. Once each year at the fall Board of Regents meetings, each President shall report the total dollars expended for out-of-state and out-of-country travel by his or her Component from all sources for the just concluded Fiscal Year along with the previous four Fiscal Years. The reports shall be included in the Board Agenda.
- 6.(12)6 Exceptions. Any exceptions to the above guidelines shall require prior approval of the Board of Regents.