



COLLEGE OF LIBERAL ARTS
THE UNIVERSITY OF TEXAS AT AUSTIN

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Dear Chairs, Directors, and Sr. Staff,

Effective immediately, please follow the revised COLA Travel Policy listed below for all travel occurring in the first and last week of classes and finals periods. Please continue to comply with all other travel-related policies and RTA procedures per the COLA Business Affairs Procedures Guide (<http://www.utexas.edu/cola/business-affairs/manual/Travel/VE5.php>), and in the case of travel to a restricted region, the International Office (http://www.utexas.edu/international/ioc/request_authorization.html).

COLA POLICY FOR TRAVEL OCCURRING IN THE FIRST/LAST WEEK OF CLASSES AND FINAL EXAM PERIODS

FACULTY/AI TRAVEL

- **Final Approval:** Chairs will be the final approvers for all faculty travel during first/last week of classes and finals periods. Dean's Office approval is no longer required.
- **Required Information:** Chairs must review and approve the following information from faculty:
 - Travel dates
 - Missed classes
 - Name of faculty member who will oversee missed classes
 - Final exam date(s) and how final exams will be administered
 - Plan for on-time grade submission
 - Method of contact for student queries
- **RTA Information:** VE5/RTA document NOTes must include the following statement confirming Chair's approval: "Chair [*name*] has approved travel during the [*first week of classes/last week of classes/final exam period*] for Professor [*name*] on [*date*]." Any RTA that does not include this information will be returned by the Dean's Office for corrections.

CHAIR/DIRECTOR TRAVEL

- **Final Approval:** The Dean's Office will remain the final approver for all chair/director travel during first/last week of classes and finals periods. Requests for approval should be sent to Richard Flores (rrflores@austin.utexas.edu) and copy Hannah McKenna (hannahmckenna@austin.utexas.edu) and Michelle Hughes (mqhughes@austin.utexas.edu).
- **Required Information:** Chairs/directors must submit the following information to Dean Flores for approval:
 - Travel dates

- Missed classes
- Name of faculty member who will oversee missed classes
- Final exam date(s) and how final exams will be administered
- Plan for on-time grade submission
- Method of contact for student queries
- Name of faculty member who will coordinate chair/director duties in the chair's/director's absence
- **RTA Information:** VE5/RTA document NOTes must include the following statement confirming Dean's Office approval: "Richard Flores has approved travel during the [*first week of classes/last week of classes/final exam period*] for Chair/Director [*name*] on [*date*]." Any RTA that does not include this information will be returned by the Dean's Office for corrections.

STAFF/STUDENT TRAVEL

Not applicable