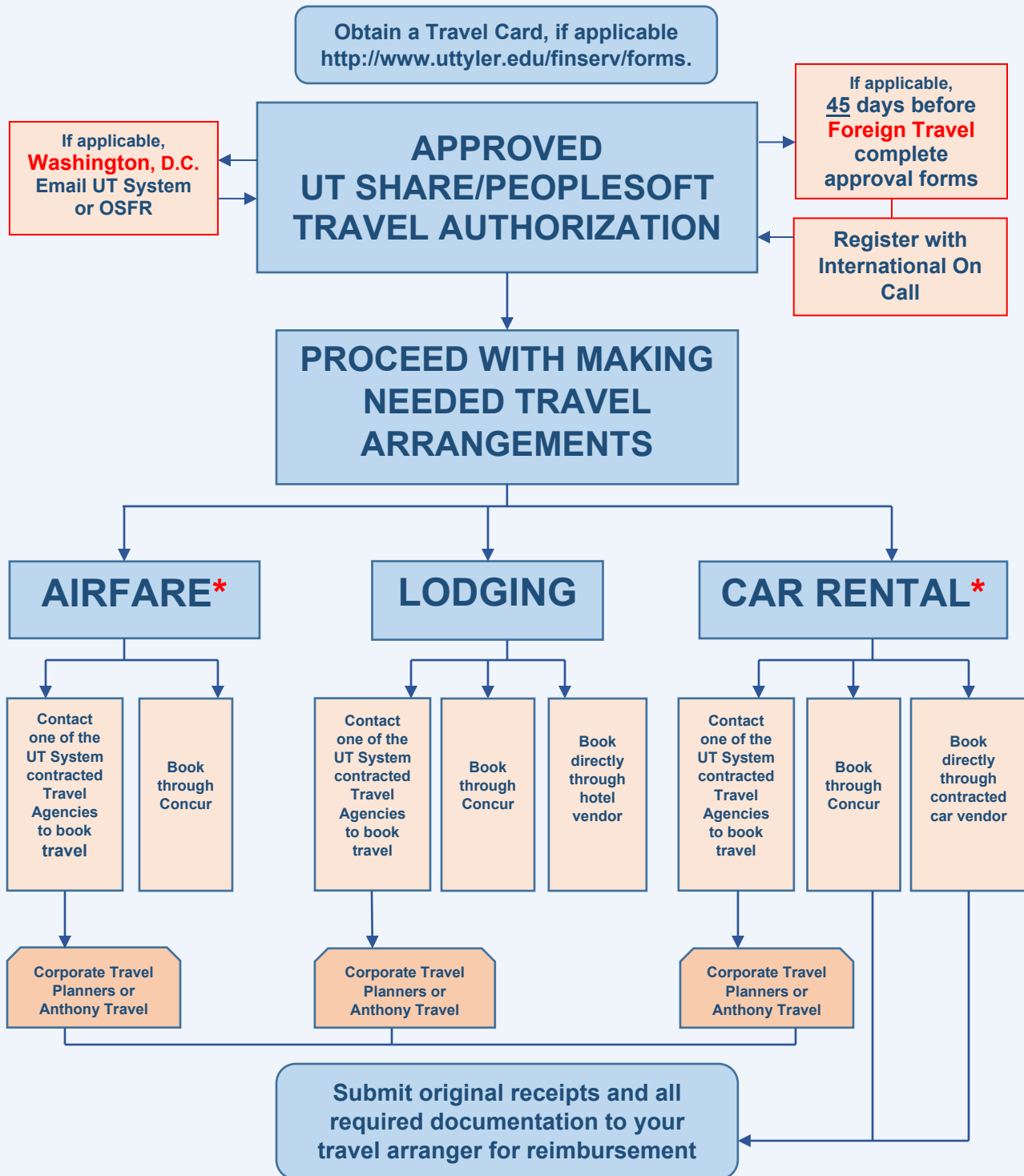


TRAVEL PROCESS



***The University of Texas System has mandated the use of contracted travel agencies and contracted rental car companies.**

NOTE: Original receipts and supporting documentation must be submitted within ten business days after travel has occurred. Expense reports should be created and approved approximately two weeks or 10 business days after submitting receipts.