



Policy Chapter: Chapter 10 Fiscal Management

Policy Number and Title: 10.050 Spousal Travel

I. Policy Statement

The purpose of this policy is to identify the circumstances in which an employee whose spouse travels with them may receive reimbursement for the spouse's travel expenses.

II. Application of Policy

All University Faculty and Staff

III. Policy Definitions

A. Spousal University Business Purpose

A "Spousal University Business Purpose," in this policy, occurs when a Spouse attends a University function with an employee conducting bona fide University business, and the Spouse has a significant role in the proceedings or makes an important contribution to the success of the University function. The propriety of reimbursement is dependent in part on the nature of the employee's office, the Spouse's traditional role, the purpose of the particular trip, and the Spouse's connection with that purpose. For example, reimbursement may be appropriate for attendance at alumni gatherings, fund-raising or ceremonial activities, certain athletic events, and community events.

B. Spouse

"Spouse," in this policy, means a person in a legally recognized union of two individuals in a marital relationship.

IV. Policy Responsibilities

A. Qualifications & Disqualifications for Reimbursement

1. Generally

The travel expenses of a Spouse who accompanies a University business traveler (e.g., the President, a Vice President, Athletic Director, or other employee as approved by the President) may be reimbursed under this policy, provided it can be established that the Spouse's presence serves a Spousal University Business Purpose.

2. Athletics Spousal Travel

Travel by a Spouse who accompanies an athletic director, assistant director, or head coach to a sporting event, such as a bowl game or tournament, is presumed to have a Spousal University Business Purpose if the NCAA or potential donors expect that certain high-ranking members of the athletic department and their Spouses will participate in events associated with these athletic activities. The travel expenses of a Spouse incurred in the pursuit of such activities may be reimbursed provided documentation, such as an NCAA event agenda, is provided to substantiate the business purpose of the travel.

3. Incidental Spousal Role

If a Spouse has no significant role in the proceedings or performs only incidental duties of a social or clerical nature, the Spouse's attendance does not constitute a Spousal University Business Purpose. Such expenses are not reimbursable under this policy.

B. Written Approval

To be reimbursable under this policy, spousal travel must have prior written approval from the President and be processed in accordance with the UNTS Travel Guide.

C. Required Documentation

Documentation must be provided with the Travel Expense Voucher to show that the Spouse's attendance at the function meets the conditions of a Spousal University Business Purpose.

D. Taxable Income Review

Reimbursement for spousal travel under this policy will be reviewed by the UNTS Tax Director to determine whether the payment is taxable for federal income purposes.

E. Other Family Members

Travel expenses incurred by other family members do not satisfy the Spousal University Business Purpose test and therefore are not reimbursable.

F. Use of Funds

1. Spousal travel expenditures may not be charged against appropriated funds.
2. Contract and grant funds may only be used to reimburse spousal travel if the special provisions of the contract or grant are satisfied.
3. Institutional funds may be used to fund spousal travel, provided guidelines governing the use of the funds are met and the use falls within the parameters of this policy.

V. References and Cross-References

[UNT System Regulation 08.1000, Executive Travel](#)

[UNT System Regulation 08.15000, Travel Administration](#)

[UNT System Board of Regents Rule 10.600, Travel Expenditures and Reimbursement](#)

[UNT System Travel Guide](#)

VI. Revision History

Policy Contact:	Director, Procurement
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