

**UNIVERSITY OF HOUSTON SYSTEM
ADMINISTRATIVE MEMORANDUM**

SECTION: General Administration

NUMBER: 01.C.05

AREA: Risk Management

SUBJECT: Executive Travel

1. PURPOSE

The University of Houston System has the responsibility to ensure that the operation of the system is not hindered due to the sudden loss of key executives. This document outlines the policy concerning travel by executives to common destinations.

2. POLICY

When traveling to or returning from a common destination outside the Houston area, a majority of system administration (vice chancellor or above) or component university officials (vice president or above) and those who report directly to them should not be scheduled on the same airline flight or private charter.

3. REVIEW AND RESPONSIBILITY

Responsible Party: Senior Associate Vice Chancellor for Finance

Review: Every two years on or before September 1

4. APPROVAL

Approved: Jim McShan
Senior Vice Chancellor for Administration and Finance

Renu Khator
Chancellor

Date: February 23, 2017

REVISION LOG

Revision Number	Approval Date	Description of Changes
1	05/15/1991	Initial version
2	10/24/2000	Applied revised SAM template to meet current documentation standards. Changed responsible party from VC for Administration and Finance to AVC for Administration. Added Vice Chancellor for Administration and Finance to approval cycle
3	04/07/2008	Applied revised SAM template. Changed the responsible party from AVC for Administration to AVC for Plant Operations
4	12/01/2010	Applied revised SAM template. Changed the responsible party from AVC for Plant Operations to AVC for Finance. Changed review period from even numbered years on or before March 1 st to every two years on or before September 1 st . Removed Indexing Terms
5	11/05/2012	Added new Revision Log. No additional changes were required via the Subject Matter Expert (SME)
6	02/23/2017	Updated titles as applicable. No additional changes were made by the Subject Matter Experts (SMEs)