



TEXAS TECH UNIVERSITY
HEALTH SCIENCES CENTER™

School of Medicine

Operating Policy and Procedure

SOM OP: 10.02, **Departmental Retreats and Meetings**

PURPOSE: The purpose of this School of Medicine (SOM) policy is to provide guidelines for faculty and staff in the SOM regarding departmental retreats and/or extended meetings (“retreat”) for strategic planning, faculty development, resident programs, etc. that are eight (8) hours or more in duration and/or are conducted physically away from TTUHSC headquarters involving overnight lodging and supported by funds available to the School of Medicine, regardless of source.

REVIEW: This SOM Policy and Procedure shall be reviewed within each even-numbered fiscal year by an ad hoc committee assigned by the Executive Associate Dean for Administration. Revisions will be forwarded to the Office of the Dean for approval and publication.

POLICY/PROCEDURE:

1. General.

- a. Each department may conduct one retreat per fiscal year for faculty/staff and one for residents. The department must keep an accurate record of the employees attending the retreat. (All invoices submitted for reimbursement must reflect the employees who attended the event).
- b. Departments are allowed to pay guest speakers (non-TTUHSC or TTU employees) an honorarium up to \$1,500 plus travel and lodging expenses, or if the speaker is under contract, the contracted rate.
- c. Entertainment expenses are not reimbursable.
- d. Only expenses for employees of TTUHSC or TTU are eligible for reimbursement. Expenses for spouses are non-reimbursable and may not be paid for from institutional resources.
- e. All departments must adhere to the State of Texas and the TTUHSC SOM travel guidelines related to meals and lodging, and submit an “End of Retreat Report” listing all charges placed on Travel Vouchers, Purchasing Cards, PO’s, etc.

2. Lodging and Meals.

- a. Individual costs for meals and lodging at a retreat are capped at \$250.00 per day. Travel applications and vouchers for each employee attending the event are to be submitted according to [HSC OP 79.06, Reimbursement for Travel Expenses](#).
- b. A retreat may not exceed a maximum of four days/three nights away from headquarters.

- c. Group costs for meals and refreshments must be charged to a departmental Procurement Card with proper Food & Entertainment documentation, ensuring that the individual cost does not exceed the \$250.00 per day cap (which also includes lodging).
- d. Group costs for lodging may be paid in advance on a Local Travel Voucher, which must be submitted to Travel and approved by the Director of the Purchasing department. The Local Travel Voucher must include a detailed list of employees and charges.

3. Transportation.

- a. Retreats are not to be held more than 400 ground miles one-way from the faculty/ staff or residents' home headquarters (Amarillo, Lubbock or Permian Basin campuses). Exceptions outside these limits may be made in writing to the SOM Dean for consideration and approval.
- b. Reimbursement is allowed for ground transportation only unless approved by the Dean or Regional Dean.
- c. Employees attending retreats are required to car pool (one car for every four people). Employees may travel in separate cars if they prefer, however, reimbursement will only be allowed for the number of cars required to car pool and the number of employees attending the retreat, and will be reimbursed to the individual(s) designated by the department or office.

Example:

Ruidoso, NM (496 miles round trip)

16 attendees

4 cars/mileage reimbursed

\$694.40 total reimbursement (496 miles X .35 per mile X 4 cars)