

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 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: Associate Vice Chancellor for Finance

Review: Every five years

4. APPROVAL

Approved: /Raymond Bartlett/
Senior Vice Chancellor for Administration and Finance

 /Renu Khator/
Chancellor

Date: September 22, 2021