

**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 Administrative Memorandum outlines 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 or university officials 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 Plant Operations

Review: Even numbered years on or before March 1

4. APPROVAL

Approved: Jim McShan
Interim Vice Chancellor for Administration and Finance

Renu Khator
Chancellor

Date: April 7, 2008

5. INDEXING TERMS

Executive travel
Travel