

Trip Business Purpose Terms and Definitions

Athletic Recruiting	*ATHLETICS DEPT ONLY* Use for athletic recruiting travel only
Athletic Team Travel	*ATHLETICS DEPT ONLY* Use for for group travel for an athletic team only
Conference/External Training	For travel attending a conference or professional development training
Employee/Student Recruiting	For travel related to recruiting students, faculty, or staff for purposes such as academic enrollment, research assistance, or job interview
Instruction/Teaching	For travel related to teaching or instructing others on a field of expertise
Meeting/Collaboration	For travel that involves professional meetings or scheduled collaboration
Multi Purpose Trip	For travel including a combination of multiple business purposes
Other Travel	For travel outside of the other trip purposes. This should only be used when no other option is appropriate.
Piloting UT Flight	*PILOTS ONLY* For recording trip in which a pilot is traveling. Trips for pilots who are NOT flying should be categorized with another trip business purpose.
Research	For any travel relating to research. This may include faculty, students, or staff travel.
Student Academic Pursuit	For students traveling specifically for academic purposes (Must be approved by Financial Aid)
Student Group	For student group travel
UT Foundation	For travel relating to the UT Foundation, or for UT Foundation employees