

<b>Policy Area:</b> Business Office	<b>Subject:</b> Travel Authorizations
<b>Effective Date:</b> 2/13/18	<b>Page Number:</b> 1
<b>Approved Date:</b> <b>Revision Date:</b>	<b>Approved by:</b> Administration
<p><b>1. Rationale or background to policy:</b></p> <ul style="list-style-type: none"> <li>To establish guidelines regarding the process of obtaining travel authorization.</li> </ul> <p><b>2. Policy Statement:</b></p> <ul style="list-style-type: none"> <li>To facilitate compliance with the University travel policy, all faculty and staff shall follow this policy regarding travel.</li> <li>All In-State Conference, all Out-of-State and all International travel must be authorized and approved in writing by the appropriate Vice President or President.</li> <li>Travel Authorizations must be completed even if the travel involves no expenses.</li> <li>A Travel Authorization is not required for routine In-State business and/or meetings as long as there are funds in your budget to cover this routine travel.</li> </ul> <p><b>3. Procedures:</b></p> <ul style="list-style-type: none"> <li>Faculty or staff who will be traveling shall complete a <i>travel authorization form</i> (<a href="https://webservices.ulm.edu/forms/officesdepartments/controllers-office">https://webservices.ulm.edu/forms/officesdepartments/controllers-office</a>).</li> <li>Class or course coverage plans shall be indicated in the <b>destination and explanation of travel</b> section of the form. If no courses are affected or the employee doesn't teach in a course, the designation N/A shall be noted.</li> <li>Once the signatures of the budget unit head/supervisor and the appropriate Approving Agent, have been obtained, the form shall be forwarded to the Senior Business Accounting Coordinator, who will then obtain the necessary Dean or Associate Dean signatures.</li> <li>The form will be routed to the Associate VP for Academic Affairs for final approval.</li> <li>The form will then be scanned and emailed back to the Senior Business Accounting Coordinator, who will then forward to the traveling employee.</li> <li>Once the approved form has been received, the employee can proceed with booking the necessary flights, hotel rooms, etc.</li> </ul>	