

Authorization to Travel

Employees required to travel in the performance of their official duties and entitled to reimbursement for expenses incurred must have prior approval from their immediate supervisor and the Finance Department. All international travel must be approved by the Chancellor prior to departure, unless specific authority for approval has been delegated to a designee.

All travelers must complete an Authorization to Travel form and submit to the Finance Department within seven to ten business days prior to the anticipated travel. This multi-part form is available in the Finance Department.

All fields pertaining to your travel must be completed. Please note that the some fields require detailed responses which includes, but is not limited to, Vehicle Rental Justification and Lodging/and or Meal Excess Justification.

Support documentation such as confirmation of registration fee, an agenda, and a list of conference hotels must be attached to the request for Authorization to Travel Form.

To request that registration be paid on your behalf prior to your travel, indicate such in the designated area. A copy of the registration form and documentation confirming the amount of the registration fee must be attached. Remember it is important to have travel request forms completed before your trip begins sot that the university will not be held liable.

Trip Cancellation

When a trip has been cancelled and an airfare approval form has been submitted, Accounts Payable must be notified of the cancellation. Send a copy of the approved Authorization to Travel to Accounts Payable with "cancelled" written across the face of the form. Also, Short's Travel must be notified as well.

When registration was paid on your behalf by the college, the vendor must be notified in writing. A copy of the notification must be forwarded to the Finance Department. If the request is submitted prior to the cancellation/refund deadline, it must be requested that the refund be directed to SUAREG Finance Department.