

## 9.02 Authorizations Required for Travel

Last Modified Date: 06/03/2010

### 9.02.01 Trip Authorizations

**Before** travel may begin, travel on University business must be approved in writing by the traveler's immediate supervisor, the accountable officer for the budget to be charged, and others as indicated in the following table.

	Traveler	Accountable Officer and Immediate Supervisor	Admin. Next in Line/Dean	Vice Chancellor/Chief of Staff	Chancellor
Vicinity, no excess	X	X			
In-state/Out-of-state, no excess	X	X			
* In-state/Out-of-state, excess $\leq$ 200% of standard lodging rate	X	X	X		
In-state/Out-of-state, excess $>$ 200% of standard lodging rate	X	X	X	X	
Expenses for attendants of handicapped employees	X	X	X	X	
Travel Agent Fees $>$ \$100	X	X	X	X	
Use of privately owned or chartered aircraft	X	X	X	X	X
Out-of-country	X	X	X	X	

\* In-state and out-of-state travel with excess  $\leq$  200% of standard lodging rate must be approved two steps above traveler or the appropriate Vice Chancellor, whichever is less.

### 9.02.02 Request for Travel Allowances in Excess of the Standard

#### Approvals Required

Excess requests may be approved by the administrators subject to the limits indicated in the preceding table. All departments reporting directly to the Office of the Chancellor must submit excess requests to that office for approval. Excess lodging authorization for in-state, out-of-state, and out-of-country travel must be obtained in advance from the approvers specified in the above table.

**Documentation Required**

Excess reimbursement requests must be accompanied by documentation that substantiates that the criteria in Section 3-C-3 (Excess Lodging) and 3-D-7 (Excess Meals) have been met.