APS 4024 - Travel Authorization

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Policy Profile

Policy Title:	Travel Authorization
APS Number:	4024
Effective:	July 20, 2012
Approved by:	President Bruce D. Benson
Responsible University Officer:	Vice President and Chief Financial Officer
Responsible Office:	Office of Vice President and Chief Financial Officer
Policy Contact:	Vice President and Chief Financial Officer
Supersedes:	Travel Authorization APS, effective January 1, 2011
Last Reviewed/Updated:	July 20, 2012
Applies to:	All campuses

Policy Snapshot

Brief Description: Sets forth university requirements for authorizing *official university business* travel.

Reason for Policy: This policy and related procedures have been developed to consolidate and clarify the requirements for obtaining authorization to travel on behalf of the University.

I. Introduction

The University has developed this policy to ensure the appropriate level of review and approval for *official university business* travel.

II. Policy Statement

A. Authorization for *official university business* travel is required in advance of the trip.
B. The type of authorization depends on the trip destination and the type of traveler, as outlined below.
    1. **In-State and Out-of-State University Business Travel**
        - Department approval is required for all travelers.
    2. **International University Business Travel**
        - Department approval is required for all travelers.
        - Approval from the appropriate *officer* of the University (the designated international travel approver) is required for *employees, students,* and regents (and for their *immediate family members,* if those family members are also traveling on *official university business*).

III. Definitions

Italicized terms are identified in the Policy Glossary.

IV. Related Policies, Procedures, Forms, Guidelines and Other Resources

A. Procedures
    - Procurement Service Center (PSC) Procedural Statement Travel
B. Other Resources (i.e., Training, Contact Information)
    1. Educational resources including guides, training notifications, and newsletters are announced and available on the Procurement Service Center web site.
    2. The Finance and Procurement Help Desk will respond to questions and provide guidance regarding interpretation of this policy. Any exceptions to this policy must be approved by the Assistant Vice President/Chief Procurement Officer.

V. History

A. Revisions dated 7/20/2012
    - Corrects defined term *officers* (previously incorrectly italicized as *officers of the University*). The correction in italicization does not change any policy or procedural requirements.
B. Revisions dated 5/2/2011
    - With the implementation of the Concur Travel component of the Concur Travel & Expense System, the technical (system) requirement of TA numbers (Travel Authorization numbers) has been eliminated. This technicality does not change the requirements for obtaining approval to travel.
C. Revisions dated 1/1/2011
    - Expanded authority of APS from international travel authorization only, to authorization broadly for all university business travel (in-state, out-of-state, and

international).

D. Revisions dated 10/1/2007
    - Updated references under Section III (Procedures, Forms, Guidelines, Resources)

E. Supersedes
    - International Travel Administrative Policy Statement dated 10/1/2007

VI. Key Words

travel, authorization, in-state, out-of-state, international

Groups audience:
Office of Policy and Efficiency (OPE)

Source URL: http://www.cu.edu/ope/aps-4024-travel-authorization