



**ADMINISTRATIVE POLICY STATEMENT**

**Policy Title:** Travel Authorization

**APS Number:** 4024

**APS Functional Area:** **FINANCE**

<b>Brief Description:</b>	Sets forth university requirements for authorizing <i>official university business</i> travel.
<b>Effective:</b>	July 20, 2012
<b>Approved by:</b>	President Bruce D. Benson
<b>Responsible University Officer:</b>	Vice President and Chief Financial Officer
<b>Responsible Office:</b>	Office of Vice President and Chief Financial Officer
<b>Policy Contact:</b>	Vice President and Chief Financial Officer
<b>Supersedes:</b>	Travel Authorization APS, effective January 1, 2011
<b>Last Reviewed/Updated:</b>	July 20, 2012
<b>Applies to:</b>	All university <i>employees</i> /all campuses

**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 STATEMENTS**

- 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)

##### C. Supersedes

- International Travel Administrative Policy Statement dated 10/1/2007

#### VI. KEY WORDS

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