



## APS JUSTIFICATION

**Policy Title:** Travel Authorization

**APS Number:** 4024

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

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<b>Date Submitted:</b>	January 7, 2025
<b>Proposed Action:</b>	Revision
<b>Brief Description:</b>	Sets forth university requirements for authorizing <i>official university business</i> travel.
<b>Desired Effective Date:</b>	July 1, 2025
<b>Responsible University Officer:</b>	Associate Vice President and Chief Procurement Officer
<b>Responsible Office:</b>	Procurement Service Center
<b>Policy Contact:</b>	Associate Vice President and Chief Procurement Officer
<b>Applies to:</b>	All university travelers including employees and non-employees/all campuses.

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**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.

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### I. REASON FOR PROPOSED ACTION

Due for periodic review. Clarifies application to employees and non-employees. Adds high-risk destinations approval requirements.

### II. STAKEHOLDER ENGAGEMENT IN THE POLICY REVIEW

Procurement Service Center, University System/Campus Controllers

### III. LEGAL REVIEW

A. Do you think legal review would be required for these proposed changes? **No.**

1. If no, please explain. **We did share the draft with Julie Steeler.**
2. If yes, what is your plan to get the legal review?

B. Date legal review completed:

C. Person completing legal review:

### IV. FISCAL REVIEW

Are there any financial (human resources, technology, operations, training, etc.) or other resource impacts of implementing this policy (e.g., cost savings, start-up costs, additional time for faculty or staff, new systems, or software)? **No.** If yes, please explain: