



ADMINISTRATIVE POLICY STATEMENT

Policy Title: Travel Authorization

APS Number: 4024

APS Functional Area: **FINANCE**

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

Effective: ~~July 20, 2012~~ July 1, 2025 (Pending)

Approved by: President ~~Bruce D. Benson~~ Todd Saliman

Responsible University Officer: Associate Vice President and Chief ~~Financial~~ Procurement Officer

Responsible Office: Office of Associate Vice President and Chief Financial Procurement Officer Procurement Service Center

Policy Contact: Associate Vice President and Chief ~~Financial~~ Procurement Officer

Supersedes: Travel Authorization APS, effective ~~January 1xx, 2011~~ July 20, 2012

Last Reviewed/Updated: ~~July 20, 2012~~ July 1, 2025 (Pending)

Applies to: All university travelers including employees and non-employees/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 in advance for all employee and non-employee travelers.
 2. **International University Business Travel**
 - Department approval is required in advance for all employee and non-employee travelers.
 - Approval from the appropriate *officer* of the University-university (the designated international travel approver) is required for *employees, non-employees, students*, and regents (and for their *immediate family members*, if those family members are also traveling on *official university business*).
 - High-risk travel destinations require additional approval in advance of the trip from the campus designated high-risk travel approver.

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.
 - o [Procurement Service Center \(PSC\) International Travel guidance page](#)
 - o [Procurement Service Center \(PSC\) Travel Pre-Approvals guidance page](#)
2. The [Finance and Procurement Help-PSC Service](#) Desk will respond to questions and provide guidance regarding interpretation of this policy. Any exceptions to this policy must be approved by the [Assistant Associate](#) Vice President/Chief Procurement Officer.

V. HISTORY

~~A.~~ [Revisions dated 7/18/2024](#)

- [Changes owning organization from Finance to Procurement Service Center. Clarifies application to employees and non-employees. Adds high-risk destinations approval requirements.](#)

~~A.B.~~ 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.C.~~ 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.D.~~ 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.E.~~ 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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