Policy Number: 216.0  
Policy: Travel Authorization  
Effective Date: 3/2013  
Revision Date: 3/2013  
Approved by: Jim Nielsen, Business Services Director  

PROCEDURE:  

I. Travel Authorization:  

A. Faculty/Staff Travel Authorization must be submitted to the Business Office at least:  
   1. 2 weeks prior to travel if requesting an advance.  
   2. 48 hours prior to travel without an advance  
   3. No expenses for travel should be incurred until after a travel authorization has been signed by a supervisor. Travelers are not allowed to sign for their own travel authorization.  

II. Travel Authorization Form requirements  

A. Travelers Name & Employee Identification Number  
B. Destination of Travel  
C. Purpose or Reason of Travel  
D. Departure/Arrival Dates and Times  
E. Method of Transportation  
   1. Personal Car (PC)  
   2. Commercial Airline (CA)  
      a. Airfare should be purchased on a campus credit card or DPO.  
F. Estimated Cost of Travel  
   1. Transportation  
      a. Mileage or Airfare  
   2. Rental Car or Taxi  
   3. Per Diem  
      a. Meals  
      b. Lodging  
   4. Other
Policy Number: 216.0  
Policy: Travel Authorization

a. Registration, etc.

G. Funding Source

a. Department

b. Index

H. Advance Request

a. No Advances are given for amounts under $50.

I. Traveler Signature

J. Fund Controller Signature

a. If Fund Controller is the Traveler a Higher Final Authority must sign.

K. Route to Business Office with all Signatures.