Purpose

Per institutional policy, a travel authorization is required to identify absences from campus (or other designated headquarters) of business travel for periods of half a day or more during normal working period, whether or not there is a cost to the University.

Policy

The University requires prior approval and completion of a PeopleSoft Travel Authorization document in accordance with University policy.

Procedures

A Request for Travel Authorization must be completed by the department travel planner on a PeopleSoft document prior to travel. The PeopleSoft document will route electronically for approvals.

The document includes the following information:

1. Name of traveler
2. Dates of travel
3. Destination
4. Purpose and benefit of travel
5. Cost center/Project ID information and estimated costs

Appropriate arrangements for disposition of duties must be made in advance of travel. If the instructor of record will be absent, a qualified member of the instructional staff shall be identified as a substitute instructor and approved by the department Chair. Under normal circumstances, instructional days should not be missed.

Departmental head approval is required for all documents prior to travel.

For student travel, refer to Dean of Students website for more information.

Applicability

Applies to all University faculty and staff traveling on official business.

Responsible Party

Comptroller