

Travel Authorization Policy
Division of Academic Affairs
Effective February 1, 2007

The goal of the travel policy is to make certain that travel on university business is authorized. The Division of Academic Affairs will consider this requirement met if:

- (a) the person traveling has received written funding approval for the travel;
- (b) the person traveling has informed his or her immediate supervisor in writing (an email will suffice) of the proposed travel and the supervisor has authorized the travel in writing;
- (c) the travel authorization form has been completed and approved by the supervisor; or
- (d) the department or school has a procedure in place that includes written authorization of travel.

In all cases the person traveling must have written authorization to travel from his or her supervisor prior to the travel.