

Traveler/Delegate Responsibilities

Prior to traveling, all university travelers must receive prior approval to travel from their supervisor whether they are being reimbursed or not.

Listed below are the items for each travel authorization.

Appropriateness of Travel

- Ensure the trip is university business-related and within the Department's budget.
- Provide clear and complete business purpose of trip.
- Ensuring full compliance with university policy to obtain adequate documentation in support of reimbursement.
- Verify that justifications for policy exceptions are documented within the travel authorization for auditing purposes.

Accuracy of Accounting

- Ensure funding string is valid.
- Verify that funding is appropriate for the type of expense that is requested.
- Confirm that the Expense Types are correct and make appropriate changes.
- Confirm that the Billing Type is correct and make appropriate changes.
- Confirm that the Payment Type is correct and make appropriate changes.
- Determine whether the total funding requested is reasonable and within budget.

Notification of Changes

- Traveler is aware of all changes made to the original travel authorization prior to the trip.