


May 21, 2007

To: Directors of Financial Affairs and Sponsored Program Account Managers
Fr: James S. Almond 
Re: Travel Approval Delegation

In accordance with Executive Vice President and Treasurer Memorandum A-35, Delegation of Signature Authority for Approving the Obligation of University Funds for Procurement of Services, Supplies and Expenses, and Capital, the delegation of source of funds approval for travel has been revised as follows:

- Authority to grant source of funds approval for domestic travel on all sources of funds is delegated to the business office.
- Authority to grant source of funds approval for foreign travel on non-SPS funds is delegated to the business office.
- Authority to grant source of funds approval for foreign travel on NIH, NSF, and Voluntary Support administered by SPS projects is delegated to the business office.
- Authority to grant source of funds approval for foreign travel on SPS funds other than NIH, NSF, and Voluntary Support administered by SPS projects remains with SPS.
- Authority to grant source of funds approval for foreign travel when funding is split with SPS funds other than NIH, NSF, and Voluntary Support administered by SPS projects remains with SPS.

Delegations to individual business officers will be determined by the level of each person's existing Comptroller authorization. This delegation does not replace the programmatic approval delegated to the deans, vice presidents and their designees.

When reviewing the travel request, business office staff should verify the allowability and reasonableness of the travel. This includes verifying the availability of funds for the trip and assuring that the trip falls within the intent of the funds being used. The travel request should include a description of how the travel benefits the program incurring the cost. This statement should be sufficient to justify the allocability of the charge; if necessary, additional information regarding the need for the trip should be included.

Any questions regarding this delegation should be addressed with the University Travel Office.

c: C. L. Lapinskas
J. R. Shipley