

May 21, 2007

TO: K. S. Murray, B. D. Sypher, D. A. Reed  
RE: Delegation of Final Approval on Travel Documents

A review of approval responsibility for travel has recently been completed for those areas reporting to the Provost.

As a direct report to the Provost, final approval authority for all travel is delegated to you for your areas of responsibility. This includes in-state travel and blanket travel, out-of-state domestic travel, and most foreign travel. Foreign travel on Sponsored Program funds other than NSF, NIH or voluntary support continues to require approval by Sponsored Program Services. At your discretion, this authorization may be further delegated to Directors and Heads of Divisions, Departments or Offices in your units. Travel for your direct reports should be approved by you. Your own travel requests should continue to be submitted to my office for approval. Individuals with final approval authority must confirm that the trip is appropriate and within the mission of the unit.

Review and approval of the source of funds and allowability of costs, as well as assurance of compliance with university travel policies is required in addition to the above programmatic approvals. This approval authority has been delegated to your business officers or SPS business officers by the University Comptroller.

Also note that the review process has been modified for requests involving countries with travel warnings or public announcements as posted by the U.S. State Department. These requests should now be routed through the Office of International Programs for review prior to final approval.

These delegations are in accordance with Executive Memorandum C-10, Delegation of Administrative Authority and Responsibility to Officers Reporting to the President of the University. Questions regarding this delegation should be addressed with the University Travel Office.



Sally Mason  
Provost

cc: C. L. Lapinskas  
J. R. Shipley  
Fiscal Officers