

May 21, 2007

TO: J. J. Contreni V. L. Lechtenberg C. O. Rutledge
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C. M. Ladisch T. B. Robinson

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 Heads of Schools, Divisions, Departments or Offices. It is my expectation that any further delegations will be maintained at appropriate academic levels that would not extend beyond Associate or Assistant Department Heads or comparable leadership level positions. Any delegations that you authorize for approval of travel should be documented and communicated within your areas. Individuals with final approval authority must confirm that the trip is appropriate and within the mission of the unit.

Travel for your direct reports should be approved by you or by an appropriate member of your academic leadership team. In addition, I am delegating to you authorization to approve your own travel. Copies of your approved travel forms should be submitted to my office for informational purposes.

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 your Director of Financial Affairs or the University Travel Office.



Sally Mason
Provost

cc: C. L. Lapinskas
J. R. Shipley
Directors of Financial Affairs