

## **Department Resources – Department Policies & Procedures – Purchasing & Accounting: POLICY - Travel Authority**

Authority to approve travel has been delegated to the Dean of the College of Arts and Sciences, who in turn has delegated authority to the Department Chair, who in turn has delegated authority to each individual faculty member

Research Associates, Staff, and Students must obtain approval for travel from their supervisor/advisor PRIOR to travel. Pre-approval forms are available from the P&A office or from your supervisor.

The appropriateness of reimbursable charges must be determined by the person who is authorized to approve the travel expense voucher (Department Administrator, P&A Manager, and Department Chair).