

TRAVEL AUTHORIZATION PROCEDURE

Related Board of Trustees Policy: BP 5.1

Approval:

Revision:

Travel Authorization for Employees

All college travel is subject to availability of budgeted funds and must be approved before travel may begin. The Director of Financial Services and Purchasing reserves the right to deny any and all travel due to the availability of budget and/or funds. In order to allow sufficient time for obtaining approvals, requests for in-state, out-of-state, and blanket travel should be initiated at least two weeks in advance of departure. Approval for out-of-country travel should be requested four weeks prior to departure. The following chart indicates approvals required prior to travel.

Type of Travel	Approval Required By		
	Department Head	Dean	Vice President/Admin Services
In-State (no excess subsistence)	X		
Out-of-State (no excess subsistence)	X	X	
Excess Subsistence (In and Out-of-State)	X	X	
Out-of-Country	X	X	X
Blanket Authorization	X	X	

Travel Authorization for Prospective Employees

Travel for prospective professional employees must be approved by the President or President's designee and meet specific criteria per Section 5 of the *Accounting Procedures Manual*:

Approval for reimbursement of transportation expenses of prospective professional employees visiting a college for a call back employment interview may be approved by the college President or his/her designee. These expenses are limited to transportation and subsistence for three days at the in-state rate.

Travel Authorization for Students

Travel by students must be authorized by the administrator who manages the budget from which the funds are paid.

Travel Authorization forms (not routine travel)

All travel authorization forms must be sent to the Accounting Assistant-Travel in Financial Services upon obtaining all necessary signatures prior to the travel taking place. All travel authorization forms are located on the website at <http://www.cravenc.edu/facultyandstaff/forms/index.cfm>. Travel authorization forms should be completed even if no reimbursement will be requested. Appropriate supporting documentation of an event is required and must be attached. Examples of appropriate documentation include a conference brochure, agendas, and registration schedules.

The appropriate form for the type of travel must be submitted. These forms include:

- Travel Request (Not Overnight)
- Travel Request (Overnight)

To facilitate with fiscal year end planning, all travel requests for travel anticipated through June 30th should be submitted to Financial Services by April 15th (or the Friday before April 15th if that date falls on a weekend).

Authorization by all designated personnel denotes approval of the travel. The Director of Financial Services and Purchasing reserves the right to deny any and all travel due to unavailability of budget and/or funds or if the request was received in the Student Accounts Office after April 15th.

Request for Excess Allowance

All excess subsistence and registration requests must be made on the Travel Request form. Excess requests must be approved at the same time the travel is authorized. Adequate documentation must be submitted to substantiate each request.

Routine Travel Requests (Blanket Travel Authorization)

The "Travel Request (Blanket Travel)" form must be completed by each employee who finds it is necessary to conduct college business on a routine basis and claim mileage only. Registration, tuition fees, meals, and all other expenses are not covered by blanket travel. The form should include the destinations(s) and purpose for travel as defined by the college – such as various site visits to monitor classes, nursing instructors commuting to local hospital(s) to conduct student clinical training, commuting to local banks to deposit daily college deposits, commuting between campuses-- and any other information necessary to justify traveling on a routine basis. A "Travel Request (Blanket Travel)" form must be completed and approval secured annually. The form must be approved prior to departure for all routine travel for which reimbursement is issued. A separate Travel Request form must be completed and approved for all travel not covered by the Blanket Travel Authorization.

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