

New Approval Guidelines for Travel and Purchase Requisitions

Due to recent budget cuts and the anticipation of further reductions in the General Fund, the university has added a new approval level for all travel authorizations. Effective November 3, all travel authorizations, regardless of funding source, must be approved by the Vice Chancellor /Dean before any travel expenses can be paid. All travel must be approved by the divisional Vice Chancellor (with no delegation). In Academic Affairs, the Deans of the schools will be able to approve the travel.

Future Travel Authorizations:

- The travel system has been updated to electronically route the travel authorization to obtain the required approvals.
 - Initially, the travel authorization will be routed for traveler, supervisor and budget authority for approvals.
 - Once the first level of approvals is obtained, the travel system will route the travel authorization to the appropriate Vice Chancellor/Dean for approval.
 - Upon completion of the final approval, the travel authorization will be complete.

Travel for Non-employees

- All non employee authorizations/expenses handled outside the travel system (purchase orders, paper travel or check requests) will also require the Vice Chancellor /Dean approvals.

Purchase Requisitions for General Funds only

- Furniture, outside printing and life cycle computers will need an additional approval by the appropriate Vice Chancellor/Dean.
- The approval signature of the Vice Chancellor/Dean is required on the manual requisition with the full description of the items requested.
- The Budget Authority and the Vice Chancellor or Dean signatures are required to be considered a purchasing exception.
- Forward the hard copy purchase requisition to Purchasing for approval and processing,

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