Travel Authorization For State Employees

Authority: Vice Chancellor for Business Affairs


Source of Authority: Office of State Budget and Management

Related Links: Appendix A ‘Rate Table – Transportation, Lodging and Meals; UBusiness

Responsible Office: Controller’s Office/Travel

I. Purpose

To establish policy for travel authorization for state employees involved in official university travel.

II. Scope

Applies to all state employees traveling on behalf of any university department or activity. For policies governing the official travel of non-state employees, see UNCW Policy 05.176.

III. Policy

A. General Statement

1. All travel must be authorized prior to the first day of travel. Each employee traveling on official university business must complete a separate Travel Authorization form. This form must be processed for all travel, regardless of whether or not the traveler (a) is requesting a travel advance or reimbursement or (b) will not incur any travel expenses in addition to mileage driven. Additional justification or documentation prior to authorization of travel may be required by the approving authority.

2. All travel is subject to availability of funds; therefore, the university reserves the right to limit the cost of travel to limits established prior to the trip.
B. Required Approvals

1. Traveler. Signature of the traveler is always required.

2. Budget Authority. Signature of departmental Budget Authority is always required.

3. Supervisor. Signature of the traveler's immediate supervisor is always required. Student Employees must also have the Department Head Signature on the Travel Authorization.

4. Chancellor or Vice Chancellor Approval. All travel outside the contiguous United States (including travel to Alaska and Hawaii) requires approval by the Chancellor or appropriate Vice Chancellor.

5. Other Required Approvals
   a. Additional departmental or divisional approval requirements where they exist.
   b. Travel expenses being split between two or more university funding sources.
   c. All travel expenses being charged to Contract and Grant funds must be approved by Office of Sponsored Programs.

C. Blanket Travel Authorizations for Repetitive North Carolina Travel

1. To eliminate preparation of individual Travel Authorizations for repetitive in-state trips, annual blanket Travel Authorizations are allowed as indicated in #2 below. A new Travel Authorization form must be submitted each fiscal year.

2. At the discretion of the department head, an annual blanket Travel Authorization may be prepared for any university faculty member or staff employee traveling on official business if the following criteria are met:
   a. Trips are within North Carolina
   b. Trips are limited too 2-3 day duration
   c. Travel expenses are minimal

3. Blanket authorizations are not allowable if the travel involves a mode of travel other than a private car. Visa Travel Card transactions and Enterprise Direct
Bill Program are not allowed on Blanket Authorizations. In either of these cases, a separate Travel Authorization form must be completed for each trip.

IV. Other Information

A. Cancellation of Travel Plans.

The Travel Office should be notified immediately if travel plans are canceled after the Travel Authorization has been created and/or Travel Authorization has been submitted. Enter a note in the E-Travel System explaining why the trip is canceled.

B. Forms

1. E-Travel Forms are located on the ‘U-Business’ site located in ‘Related Link’ above.
2. Paper Travel Authorization forms for Non-Employee travel may be ordered from Printing Services on the ‘U-Business’ site located in ‘Related Link’ above.