Pre-Approval Travel For State Employees

05.177

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; MySeaport

Responsible Office: Controller’s Office

I. Purpose

To establish policy for pre-approval travel 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 Pre-Approval Travel in Chrome River. This 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. The approving authority may require additional justification or documentation prior to authorization of travel.

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 Pre-Approval Travel

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 (5xxxxx) must be approved by Grant Officer in the Office of Sponsored Programs and Research Compliance

IV. Other Information

A. Cancellation of Travel Plans.

The Travel Office should be notified immediately if travel plans are canceled after the Pre-Approval Travel has been created and/or Pre-Approval has been submitted. Enter a comment in Chrome River explaining why the trip is canceled.

B. Forms

1. Chrome River is located on My Seaport under the Administrative Services Tab.