



ADMINISTRATIVE UPDATE

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TO: The College Community

SUBJECT: Travel Authorizations: Rules to Remember

Most travelers are aware that they must file a Travel Authorization form, which can be found on the Business Office website: <http://www.esf.edu/business/forms/Travel-Authorization-form.xls>. Please take the time to print both sides of the form and to review the explanation of its use, which is provided on the reverse.

An approved Travel Authorization form must be on file in the ESF Business Office before funds can be committed for transportation arrangements or released for advances or reimbursements. Authorizations must be signed by the traveler's Faculty Chair, administrative unit head or project director.

If you have a current blanket Travel Authorization on file, bear in mind that this only authorizes in-state travel. A separate, supervisor-signed Travel Authorization is required before out-of-state travel begins.

Questions regarding travel or travel reimbursements should be directed to the Business Office Travel Desk at x4827 or travel@esf.edu.

[Revised 12/4/08 to delete requirement for Vice President for Administration signature on authorizations for international travel.]