

- Policy: BFCNTR-01
- Issue Date: 08/12/2008
- SME: Controller

Authorization for Travel

Background

The University of West Georgia follows BOR BPM section 4 with regards to travel authorization and supplements existing BOR policies with the following guidelines for travel at the University of West Georgia.

Guidelines

In general, each individual (employee or student) for which a travel expense will be paid or reimbursed will have a properly completed and approved travel authorization prior to the beginning date of the anticipated travel. Approved travel authorizations will be retained with the traveler's home department. The original approved travel authorization should be attached to the traveler's reimbursement request. Copies of the approved travel authorization should be submitted as additional documentation and support for any and all expenses to be paid or reimbursed to the traveler.

Standing Travel Authorizations may be created for individuals required to travel (In State) on a regular or continuous basis. Standing Travel Authorizations can not extend past the end of any fiscal year. The original approved travel authorization should be attached to the traveler's initial reimbursement request.

Group Travel

The only acknowledged exception to this policy is group travel where an individual (employee) or multiple individuals (employees) will pay for the expenses of other members of the group (non employees and employees), i.e., team travel or studies abroad. The names of the group members for which the employee will seek reimbursement must be identified by name and employee number and submitted at time of payment or reimbursement.

Restrictions

- Travelers should not pay for another traveler's expenses unless traveler is part of a University group (Team or Studies Abroad).

Procedure

- The traveler will complete the Travel Authorization form with the required financial information and submit to the appropriate authority for approval with the necessary documentation required. Travel utilizing restricted project funds will require the approval from Sponsored Operations.
- The approved original travel authorization is retained in the traveler's department pending submission of requests for reimbursement and/or prepayment i.e., airfare, other transportation, conference set up fees, etc.
- A copy of the approved Travel Authorization should accompany every request for payment until the final traveler's reimbursement at which time the original should be submitted with the travel expense statement as support documentation for the expense reimbursement to the Office of the Controller.

Applicable Forms

- **Travel Authorization – Employee**
http://www.bf.westga.edu/Travel/Forms/Travel_Authorization_Employee.pdf



- **Travel Authorization – Non Employee**
http://www.bf.westga.edu/Travel/Forms/Travel_Authorization_NonEmployee.pdf
- **Travel Authorization Addendum**
http://www.bf.westga.edu/Travel/Forms/Travel_Authorization_Addendum.pdf