[Reviewed with no changes: September 8, 2015]

Angelo State University
Operating Policy and Procedure

OP 70.02: **Authorization for Official Travel**

DATE: September 8, 2015

PURPOSE: The purpose of this Operating Policy and/or Procedure (OP) is to set forth the policies and procedures governing the approval process for ASU employees requesting official travel status.

REVIEW: This OP will be reviewed in September of every five years, or as needed, by the director of purchasing and operations with recommended revisions forwarded through the vice president for finance and administration to the president by October 15 of the same year.

POLICY/PROCEDURE

1. The approval process for official travel is activated by the submission of the *Travel Authorization Request* (TAR) form (See attachment). The TAR form available online provides detailed instructions for completing the form. The form must be completed and submitted for travel, regardless of the funding source.

2. Prior approval for all travel is required for absences from the campus (or other designated headquarters) for business purposes for periods of half a day or more during the normal working period, whether or not there is a cost to the university. A Travel Authorization Request (TAR) should be completed and approval delegated as appropriate in each division.

A written justification is required if **more** than one employee within the same department is traveling to the same destination. Appropriate arrangements for disposition of duties must be made in advance of the travel. If classes are to be missed, a qualified member of the instructional staff shall be identified and approved by the department head as a substitute instructor. Under normal circumstances, classes should not be rescheduled. Any changes in travel dates and/or estimated expense amounts will require either a written memo or e-mail from the traveler's supervisor or a revised TAR.

If charges such as airfare or hotel are to be charged to the Business Travel Account (BTA), the TAR provides the authorization to charge the specified fund/organization (See OP 70.03 Business Travel Account). Additional approvals or preparations may also be required.

3. All international travel must be approved in advance by the appropriate vice president, regardless of the funding source (See OP 70.07 International Travel).

Attachment: *Travel Authorization Request*