

Procedure 4.0401

Travel Authorization Procedure

All travel (except scheduled off-campus classes), must have prior approval from the Vice President responsible for the employee that is travelling and must be processed through the supervisory chain at least 7 days prior to departure. A separate Travel Authorization Form must be completed by each individual. All travel in excess of \$1500 or involving out-of-state travel must also have prior approval from the President.

References

Legal References: *Enter legal references here*

SACSCOC References: *Enter SACSCOC references here*

Cross References: [Travel Policy](#)

History

Senior Staff Review/Approval Dates: 11/06/13, 08/04/15

Board of Trustees Review/Approval Dates: 08/04/15

Implementation Dates: *Enter date(s) here*