Travel Authorization Policy and Procedure  
Effective January 11, 2005

Chapter 2 of the State of Georgia Statewide Travel Regulations states: “Each department should establish a written policy designating persons/positions that may authorize and approve travel.” The regulations further state: “Each agency should provide its fiscal office with a list of all persons/positions authorized to approve travel expense statements.”

In compliance with the stated Travel Regulations above, each employee required to travel in the performance of his or her duties, on behalf of Georgia State University and entitled to reimbursement for expenses incurred, must have prior authorization from the “Budget Authority” or designee in that department or area. The “Budget Authority” is determined by the workflow for that particular area and would be the “final approver” in that particular budget workflow, as prescribed in Spectrum. If a designee is to be used, the Office of Disbursements must be notified by the Budget Authority prior to the travel authorization.

In the event that the “Budget Authority” is the traveler, then the travel must be authorized by a higher authority; i.e. Dean, Vice-President, or College Administrative Officer. **Under no circumstances can an employee authorize or approve travel for his or her supervisor.**

(Note: Travel Authorizations for Deans should be approved in the Office of the Provost)