

Approving Travel for University Business

University Standards: STN-U5348.10A

Effective Date: September 28, 2023

Authority

[POL-U5348.10](#) Traveling for University Business

See Also

[PRO-U5348.10A](#) Requesting Travel Authorization for Employees - Procedure

[POL-U2105.01](#) Traveling Outside the United States - Policy

[POL-U5320.03](#) Authorizing and Defining Financial Responsibility - Policy

Purpose of Standards

To describe Western's system of controls designed to appropriately review and approve travel in compliance with state rules.

Policy Owner

Policy Owner: Director of Business Services/Chief Procurement Officer

Responsible Office: Travel Services

Requirements

1. No employee may approve their own travel.
2. Only a traveler's supervisor or supervisor Designee(s) may be assigned as Supervisory Approver in the University's Travel System.
3. Those approving as Supervisor in the Travel System are responsible for:
 - a) Ensuring the travel purpose is work related and necessary for University business,
 - b) Approving the employee's time away from their regular duties,
 - c) Prioritizing Traveler health and safety,
 - d) Ensuring travel is not influenced by personal travel plans,
 - e) Ensuring travelers are not treated differently under like travel circumstances,
 - f) Implementing alternatives to travel, such as video and teleconferencing, and
 - g) Encouraging less expensive means of travel such as carpooling, public transportation and use of state vehicles.

4. Supervisors must ensure travelers who will be driving a state vehicle, or a rented or privately owned vehicle for official University business, complete the [Basic Driver Safety Program](#), and the [Large Passenger Van Training Program](#) when applicable.
5. For travelers engaged in international travel, their supervisors must be familiar with and communicate to those travelers the applicable policies, procedures, and best practices on international travel. See: [International Travel webpage](#).
6. The *Traveling Abroad for Educational Experiences Policy* ([POL-U2105.01](#)) must be followed when approving travel involving credit and non-credit study abroad and exchange programs, and any other academic travel abroad program that is required, sponsored, organized, funded, endorsed or contracted by the University.
7. Travel Budget Approvers must be authorized via the [Budget Authority Authorization Form](#).
8. Travel Budget Approvers ensure travel expenses:
 - a) Are reasonable and justifiable,
 - b) Demonstrate responsible stewardship of public funds, and
 - c) Are purchased via the proper payment methods.
9. In accordance with the *Authorizing and Defining Financial Responsibility Policy* ([POL-U5320.03](#)), financial managers remain accountable for compliance and the resources entrusted to them even when they delegate fiscal duties and authority.
10. If travel approval authority is delegated to a Proxy Approver, approvers must:
 - a) Ensure Proxy Approvers are informed which standards they are responsible to review, and
 - b) Establish a process by which they can regularly monitor travel activity under their purview.