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- SME: Controller

Authorization for Travel

Background

The University of West Georgia follows BOR BPM section 4.0 and supplements existing BOR policies with the following guidelines for travel at the University of West Georgia.

Guidelines

Each individual (employee, student, non-employee) for whom a travel expense will be paid or reimbursed will have written approval prior to the beginning date of the anticipated travel. Documented approval should be retained in the authorizing department and is not expected to, but may, accompany the reimbursement/payment request. Approval of the reimbursement/payment is considered approval of the travel.

Group Travel

The group members for which the individual will seek reimbursement/payment must be identified by name, employee ADP number or student 917 number at time of payment or reimbursement.

Restrictions

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

Procedure

- The individual will seek written approval to travel from the appropriate authority. Travel utilizing restricted project funds will require the approval from Sponsored Operations.

Applicable Forms

- Travel Request & Worksheet
- Travel Authorization Addendum
http://www.bf.westga.edu/Travel/Forms/Travel_Authorization_Addendum.pdf