What is delegated authority for travel reimbursements?

Tell Me

The entire campus has delegated authority for travel reimbursements. Delegated authority encompasses the following:

1. Criteria (must meet ALL of the following):
   a. Reimbursement requests of $500 or less,
   b. The trip is not to an international destination,
   c. No travel advance was requested, and
   d. The reimbursement request is submitted no later than 60 days after the return date.

2. Reimbursement requests that qualify for delegated authority:
   a. Will be processed directly for payment,
   b. Will not be pre-audited by the Travel Office prior to payment, (some basic checks will be done on the front end for potential errors that affect processing),
   c. Will be post-audited on a sample basis, and
   d. Audit reports will be sent periodically to departmental fund managers.

3. All reimbursement requests should be thoroughly reviewed, approved, and signed before submitting them to the Travel Office for processing.

4. Authority and responsibility for reviewing and approving travel by employees and guests of the University reside with the person responsible for the fund to which the expense is to be charged.

5. Links to all forms are on the Financial Services Forms page.

Related Articles

- What is delegated authority for travel reimbursements?
- What payment method do I use if I can’t issue a PO?
- How should I pay for meals while traveling?
- How is travel status determined?
- How do I submit documents using the Imaging Document Submission (IDS) TCP Invoices eForm?