

## Environmental Studies Program

### Travel Approval Procedures

**Introduction:** Individual units within the University of Oregon are responsible for ensuring that employee travel has been properly approved and that applicable travel policies, rules, regulations, procedures and guidelines have been applied.

The College of Arts and Sciences Dean's Office has been delegated the task of assigning a hierarchy of responsibility for approvals for employee travel payments from all university funds for units within the college. To that end departments and programs have been asked to develop written employee travel approval policies and procedures readily available to all travel staff and travelers for reference. A copy of these procedures must also be filed with the CAS Dean's Office each year.

These guidelines are applicable to all Environmental Studies faculty, classified staff, OA and graduate employees.

#### **Approval Policy:**

- All travel, regardless of source of funds or travel dates must be reviewed and approved by the program director.
- Travel approval should be obtained in advance of the trip if at all possible. (Please note that without advance approval neither the university nor the program have an obligation to reimburse for travel expenses.)
- Requests for travel approval must be documented in writing and must include a business purpose, the level of estimated expenditures, and the source(s) of funds.
- The documentation must be maintained in the ENVS Office as indicated by university archiving rules and must be available for audits.
- The statement of business purpose must include at a minimum:
  - Start and end dates, or multiple dates when personal and professional travel are combined.
  - Location(s)
  - Activity
    - The name(s) of the organization(s) involved; the names and positions of individuals visited/consulted/collaborated with; places, monuments, or institutions visited; or other descriptions as appropriate.
    - A description of the activity itself. The description of the activity should be specific and mention, for example, research topic, paper title, and the like, as appropriate.
    - A statement addressing the job-related nature of the trip and the direct benefits derived by the university.

**Specific Approval Procedures:**

When planning a professional trip travelers need to fill out an ENVS Program Travel Approval Form and submit it to Alison Mildrexler (or Monica Guy in her absence). It is in everyone's interest to do so well in advance of the travel start date.

After review for completeness, availability of funds, and compliance the request for travel authorization will be submitted to the program director to approve or deny. Once approval has been obtained the traveler will be notified by Alison (or Monica). Every effort will be made to process travel authorization forms as quickly as possible.