Effective July 1, 2014, Senior Approving Officials are no longer be required to approve travel authorizations.

All overnight travel

- that exceeds $500

OR

- travel, at any dollar amount (more than, less than or equal to $500) that includes lodging costs over the basic rates

must be approved in writing in advance by the traveler’s first line supervisor. If the traveler or his/her supervisor does not have signature authority for the fund/organization being charged, a fiscal officer with signature authority for that fund/organization must also approve the travel.

Lodging costs up to 150% of the basic rates must be approved by the traveler’s supervisor and fiscal officer before the trip begins as noted above.

In unusual situations where the proposed lodging costs are more than 150% of the basic rate, an exception that requires an additional approval process may be granted. Only the Comptroller of the Commonwealth or his/her designee (Assistant State Comptroller) may grant exceptions. The Comptroller will only consider requests submitted by the University Controller in advance of travel.

The Travel Request System and the Request and Authorization to Travel form have been updated to reflect the changed approval process. Provisions for charging more than one fund or organization continue to be available.