


POLICY

DATE: January 22, 2008

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TITLE: **Pre-trip authorization**

University policy dictates that all University paid trips have a pre-trip authorization form completed prior to the travel beginning with the exception of two specific instances:

- 1) Pre-approved in-State travel that does not span multiple days. These types of authorizations are blanket authorizations that are pre-approved on an annual basis.
- 2) Pre-trip authorizations are not required for non-University employees who are attending on the behalf of the University and the State of Colorado that are paid from State funds.

In the past, the College has had difficulty documenting justifications for non-University personnel travel. It is even more difficult to justify international travel for non-University employees. This documentation challenge coupled with the fact that no pre-trip authorization are required by University policy, does not allow a conversation between requesting and approving personnel prior to the trip. Currently any discussions occur during the post-trip process and at that point in time it is too late to adjust funding, percentages or documentation requirements. To this end, the College is implementing a policy that requires ALL travel have a pre-trip authorization completed and approved prior to the trip initiation. This policy does not affect the in-state blanket travel policy.

APPROVALS AND IMPLEMENTATION

Reviewed By:	Date Reviewed:	Date Implemented:
College Administrative Advisory Team	<u>22 JAN 08</u>	<u>1 Feb 08</u>
Dean's Advisory Team	<u>23 JAN 08</u>	
College Executive Council	<u>24 JAN 08</u>	
 Thom Hadley, Director of Finance and Strategic Services		<u>27 JAN 08</u> Date
 Lance E. Perryman, Dean - CVMBS		<u>January 28, 2008</u> Date