

Approval Hierarchies for Travel Authorization Request Form

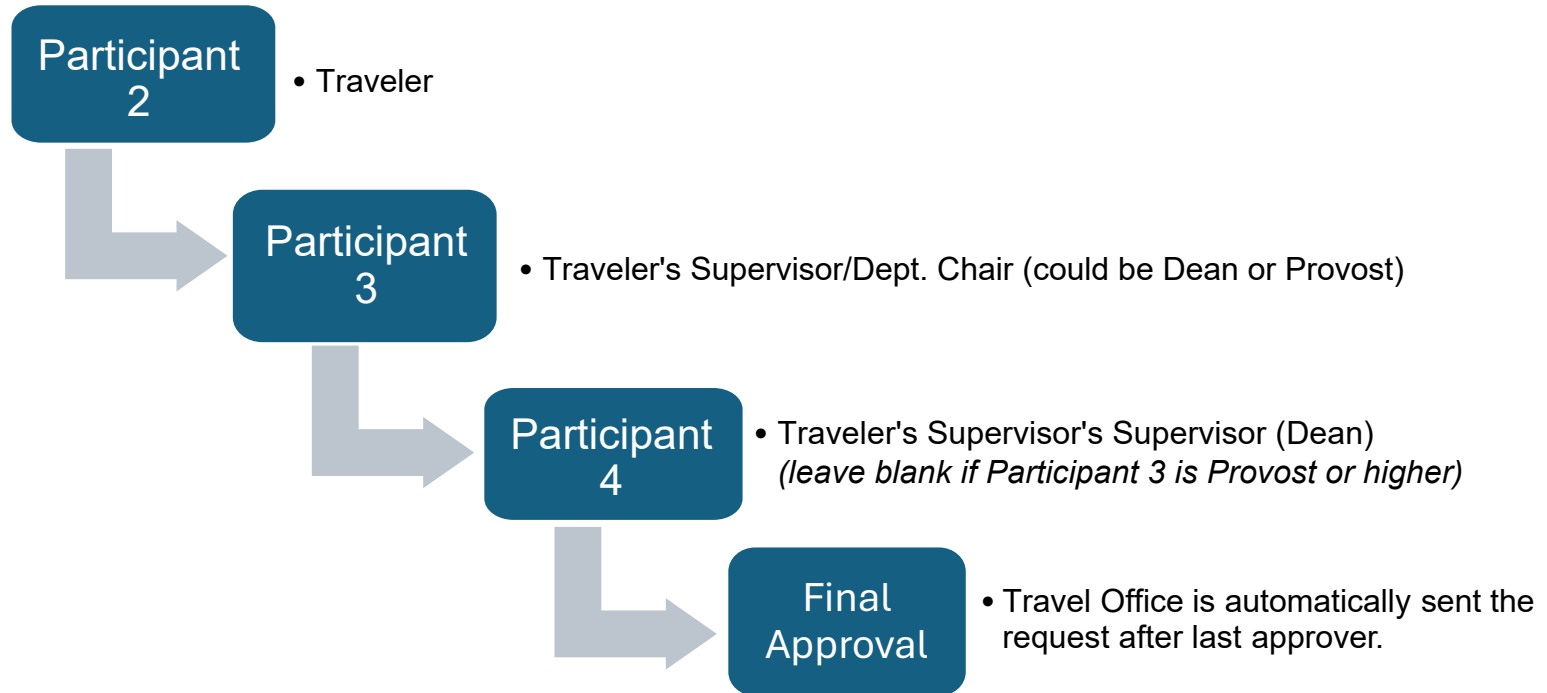
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Flowcharts

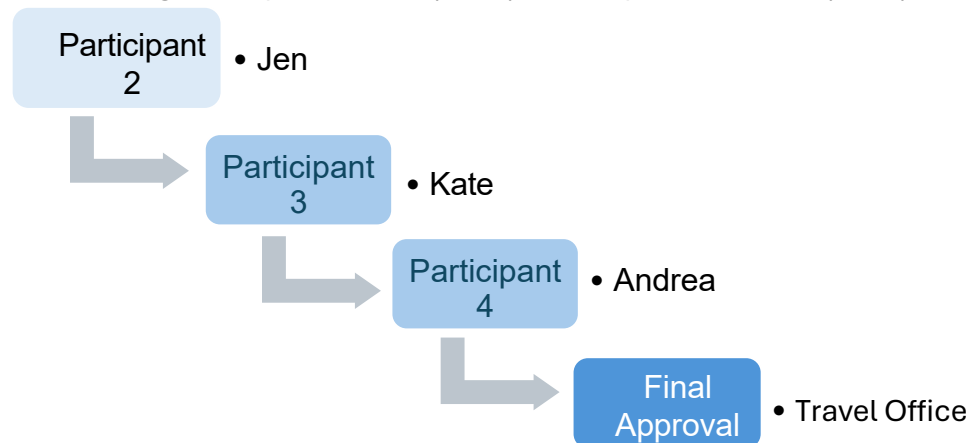
Faculty/Academic Affairs (under Provost)

1. NYS Travel

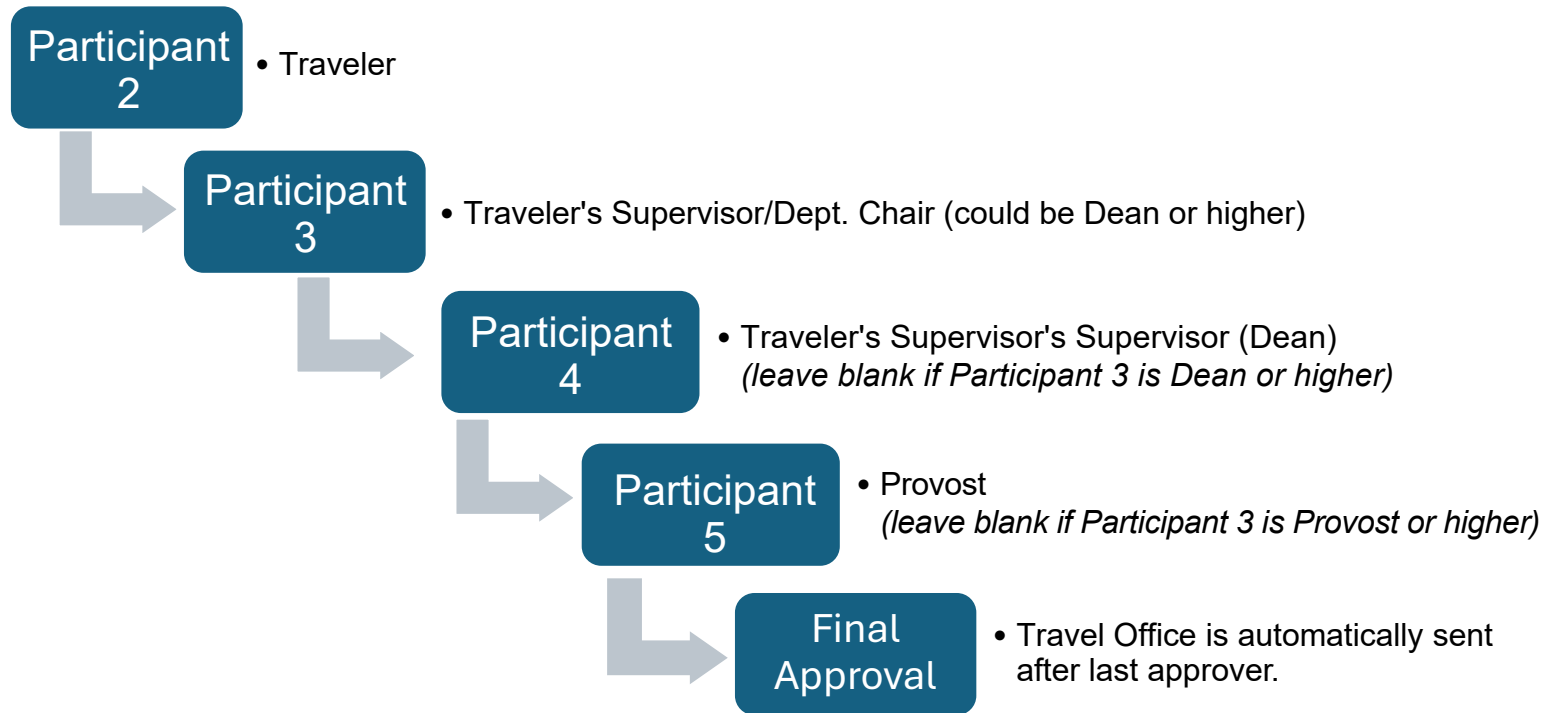


Example 1: NYS Travel Faculty/Academic Affairs

Jen is traveling. Jen reports to Kate (Chair). Kate reports to Andrea (Dean).

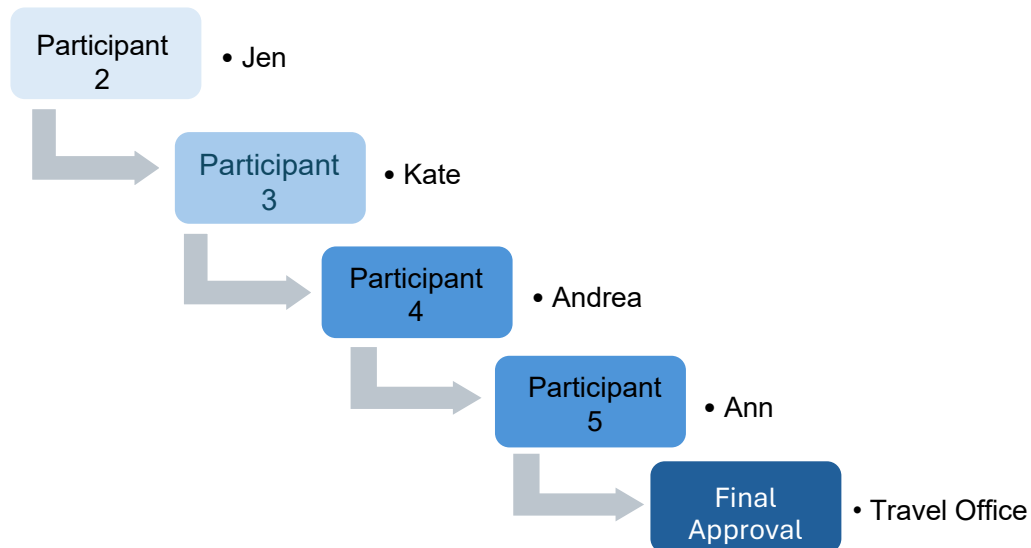


2. Out-of-State/Country Travel



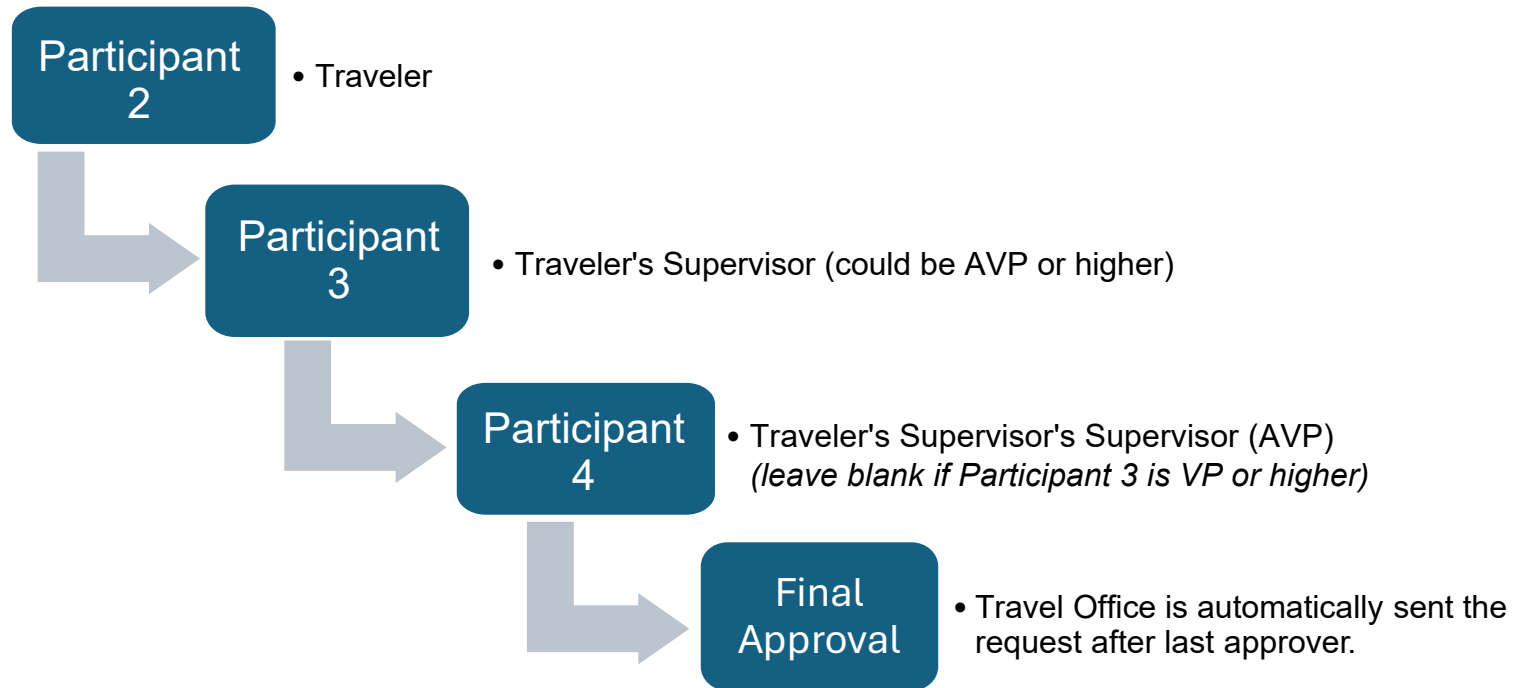
Example 2: Outside NYS/Country Travel Faculty/Academic Affairs

Jen is traveling. Jen reports to Kate (Chair). Kate reports to Andrea (Dean). Andrea reports to Ann (Provost).



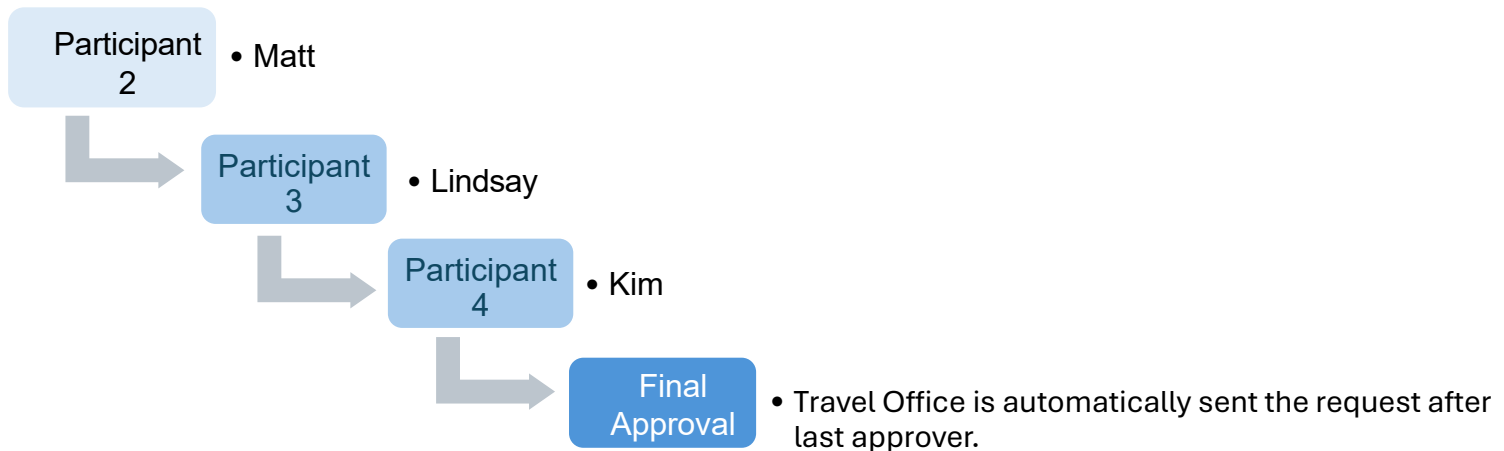
Non-Faculty

3. NYS Travel

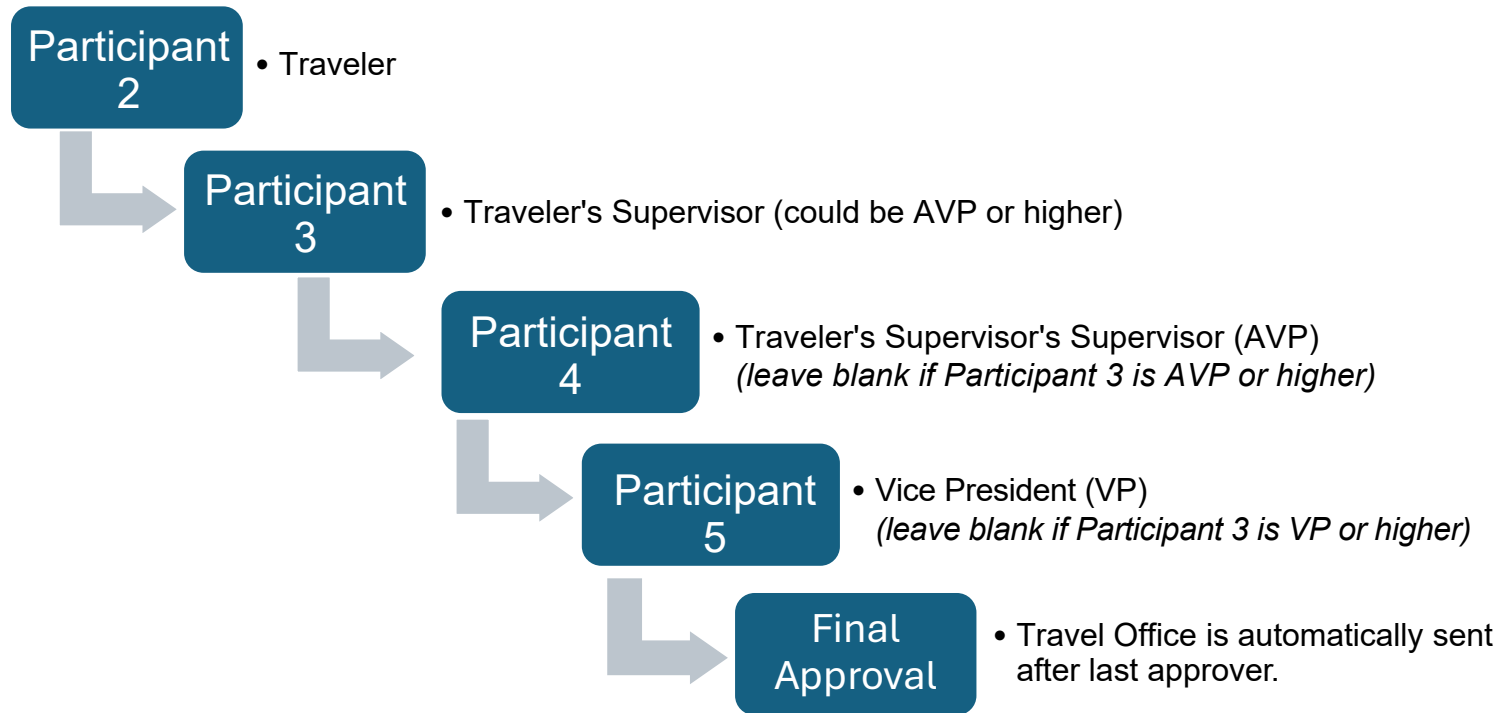


Example 3: NYS Travel Non-Faculty

Matt is traveling. Matt reports to Lindsay (Assistant Director). Lindsay reports to Kim (Director).

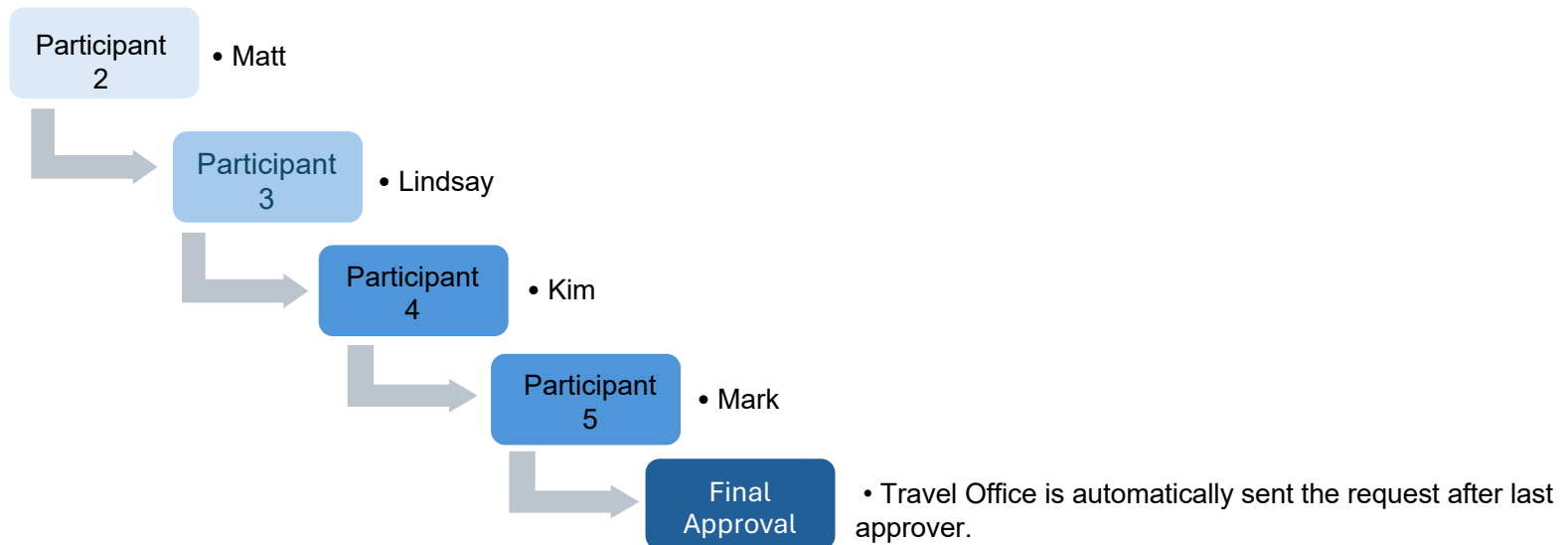


4. Out-of-State/Country Travel



Example 4: Outside NYS/Country Travel Non-Faculty

Matt is traveling. Matt reports to Lindsay (Assistant Director). Lindsay reports to Kim (Director). Kim's VP is Mark.



Written Format

Faculty/Academic Affairs (under Provost)

1. NYS Travel

- (a) Participant 2 = Traveler
- (b) Participant 3 = Traveler's Supervisor/ Dept. Chair (could be Dean or Provost)
- (c) Participant 4 = Traveler's Supervisor's Supervisor (Dean)
(leave blank if Participant 3 is Provost or higher)
- (d) Final Approval = Travel Office is automatically sent the request after last approver.

Example 1: NYS Travel Faculty/Academic Affairs

Jen is traveling. Jen reports to Kate (Chair). Kate reports to Andrea (Dean).

- (a) Participant 2 = Jen
- (b) Participant 3 = Kate
- (c) Participant 4 = Andrea
- (d) Final Approval = Travel Office

2. Out-of-State/Country Travel

- (a) Participant 2 = Traveler
- (b) Participant 3 = Traveler's Supervisor/ Dept. Chair (could be Dean or Provost)
- (c) Participant 4 = Traveler's Supervisor's Supervisor (Dean)
(leave blank if Participant 3 is Provost or higher)
- (d) Participant 5 = Provost
(leave blank if Participant 3 is Provost or higher)
- (e) Final Approval = Travel Office is automatically sent the request after last approver.

Example 2: Outside NYS/Country Travel Faculty/Academic Affairs

Jen is traveling. Jen reports to Kate (Chair). Kate reports to Andrea (Dean). Bruce reports to Ann (Provost).

- (a) Participant 2 = Jen
- (b) Participant 3 = Kate
- (c) Participant 4 = Andrea
- (d) Participant 5 = Ann
- (e) Final Approval = Travel Office

Non-Faculty

3. NYS Travel

- (a) Participant 2 = Traveler
- (b) Participant 3 = Traveler's Supervisor (could be AVP or higher)
- (c) Participant 4 = Traveler's Supervisor's Supervisor (AVP)
(leave blank if Participant 3 is VP or higher)
- (d) Final Approval = Travel Office is automatically sent the request after last approver.

Example 3: NYS Travel Non-Faculty

Matt is traveling. Matt reports to Lindsay (Assistant Director). Lindsay reports to Kim (Director).

- (a) Participant 2 = Matt
- (b) Participant 3 = Lindsay
- (c) Participant 4 = Kim
- (d) Final Approval = Travel Office

4. Out-of-State/Country Travel

- (a) Participant 2 = Traveler
- (b) Participant 3 = Traveler's Supervisor (could be AVP or higher)
- (c) Participant 4 = Traveler's Supervisor's Supervisor (AVP)
(leave blank if Participant 3 is AVP or higher)
- (d) Participant 5 = VP
(leave blank if Participant 3 is VP or higher)
- (e) Final Approval = Travel Office is automatically sent the request after last approver.

Example 4: Outside NYS/Country Travel Faculty/Academic Affairs

Matt is traveling. Matt reports to Lindsay (Assistant Director). Lindsay reports to Kim (Director). Kim's VP is Mark.

- (a) Participant 2 = Matt
- (b) Participant 3 = Lindsay
- (c) Participant 4 = Kim
- (d) Participant 5 = Mark
- (e) Final Approval = Travel Office