

Travel Authorization Request Form - Form Filler Approval Guide

After completing all required fields on the Travel Authorization Request Form and clicking "Submit", the form filler will be prompted with a field to enter all the necessary approvers.

Participant 1 = You, the form filler. *(This person may also be the traveler.)*

Participant 2 = Traveler

Participant 3 = Traveler's Immediate Supervisor

Participant 4 = Traveler's Dean/AVP/Proxy

Note: Adding Participant 4 is **not** needed if the traveler's immediate supervisor is already the Dean/AVP (or higher) or their assigned proxy.

***Division of Academic Affairs:** Please check with your Dean's AA to see if they should be added as the approver instead of the Dean.

Participant 5 = Traveler's Provost/VP/Proxy

Note: This is required for **all** out-of-NYS travel, unless the traveler's immediate supervisor is already the Provost/VP, in which **Participant 5** will be left blank, and they will be added as **Participant 3**.

Assign to next participants

To complete the form please enter the information for the next participant. They will receive an email to complete this form.

* Participant 2

Please add the traveler's name and email to send for their approval.

*If the traveler is the one completing the form initially, the form will still need to be emailed to yourself to start the approval workflow.

[Read Less](#)

First name

Last name

Email address

Confirm email address

[+ Add Message](#)

* Participant 3

Please add the traveler's supervisor's name and email to send for their approval.

First name

Last name

Email address

Confirm email address

[+ Add Message](#)

Participant 4



Please add the traveler's Dean/AVP/Proxy's name and email to send for their approval.

[Redacted name]

The proxy of the Dean/AVP may be their Administrative Assistant.

[Read Less](#)

First name

Last name

Email address

Confirm email address

[+ Add Message](#)

Participant 5



Please add the traveler's Provost/VP/Proxy's name and email to send for their approval for out of NYS travel.

[Redacted name]

The proxy of the Provost/VP may be their Administrative Assistant.

[Read Less](#)

First name

Last name

Email address

Confirm email address

[+ Add Message](#)

[Cancel](#)

[Next](#)

If you're unsure who needs to be included for approvals, please refer to [Approval Hierarchies](#) or reach out to the Travel Office at ext. 2306 or travel@cortland.edu.

Important Note: Most travelers require **at least 2 approvers**: the traveler's immediate supervisor and their supervisor's supervisor. A 3rd approver may be needed when travel is out of NYS. Only when the traveler is a Dean/AVP or higher is only one (1) approver required.