

**Area:** Fiscal Systems

**Subject:** FS18 - Travel Authorization

**Reference:**

**Policy:** Travel Authorization

**Procedure:**

1. The employee completes, signs and submits a Travel Authorization form to their immediate Supervisor.
2. The Supervisor reviews form for completeness/accuracy.
3. The Supervisor also will indicate which program(s) and percentage thereof the claim will be charged against. This is done by ensuring fiscal feasibility of travel by examining that particular program's budget or status report, or by seeking assistance from the Data Technician.
4. The Supervisor then initials next to or signs, if signature authority exists, on the "Department Head" signature line. Whether signature authority does or does not exist, the Supervisor will forward the authorization to the Administrative Assistant.
5. The Administrative Assistant obtains all signatures needed and has account numbers inserted and initialed by the Data Technician then forwards to the Program Support Secretary for processing.
6. The Program Support Secretary:
  - a. Dates the bottom right-hand corner of the authorization
  - b. Makes a copy of the authorization
  - c. Files the copy in the Travel Authorization/Reimbursement Binder
    - i. Under the appropriate staff member's name
  - d. Forwards the original to the Accounting Technician in Purchasing Department, SCOE Business Office.
7. If Travel Authorization is for any Director II, it needs to be forwarded to CFS Division Administrator for signature prior to submission to the Business Office.
8. If Travel Authorization is for travel within the 7-county service area, Department Head may sign and approve. If outside the service area, authorization must have the signature of the appropriate Director. If travel is out-of-state, Superintendent must approve and sign.
9. If travel is over \$500 per individual per trip, Division Administrator must approve and sign requested travel.

**Supervised by:** Director II, Director I

**Performed by:** Division Staff

**Forms needed:** Travel Authorization form

**Frequency:** Ongoing