

Instructions to Administrators and Administrative Assistants for Employee Travel

All travel is coordinated through the offices of the Associate Deans. Individual travelers and departmental administrative assistants do not submit travel documents to the travel office.

Two forms are required to complete the travel requisition process, one is a manual form, one is an online requisition.

1) Manual Form

The traveler prepares, signs, and dates the manual Travel Requisition form which is available on the college website. This form, and all required documentation (lodging confirmation, meeting documentation, international travel approval [if needed], student release [if needed]), is submitted to the Associate Dean's office for approvals and forwarding.

The Associate Dean's office coordinates all approvals and forwarding.

Required approvals for the manual form that are obtained by the Associate Dean's Office:

Internal funding: Associate Dean, College Business Office, Dean

External funding: Unit Head, Associate Dean

For audit purposes, all approval signatures should be dated.

When all approvals have been secured, the Associate Dean's Office forwards the form to the Travel Office.

2) Online Form

In addition to the paper form, the traveler coordinates with the Associate Dean's office to submit a Travel Requisition through SciQuest. Only the Associate Dean's office can submit the Travel Requisition into SciQuest. The Associate Dean's office routes the online form to the appropriate approvers.

A scanned copy of the manual Travel Requisition Form is to be included as an attachment to the SciQuest form.

Required Approvals for SciQuest Travel form (via the comment section):

Internal funding: Unit Head, Associate Dean, Dean (plus College International Director for international travel)

External funding: Unit Head, Associate Dean, University Grants/Accounting, (plus College International Director for international travel)

The Travel Office will not approve travel requisitions that do not follow the above submission and approval procedure. When the requisition has been approved by the Travel Office, the traveler should follow Travel Office policy for making travel arrangements (airline tickets, rental car, etc.)

Travel requisitions must be approved by the Travel Office prior to employee travel.

Funding must be in place and proper approvals secured before the Travel Office can approve travel.