

M E M O R A N D U M

To: Chairs, Directors and Academic Services Officers, College of Liberal Arts and Sciences

From: Robert L. Thomas, Dean, College of Liberal Arts and Sciences

Subject: CLAS Policy pertaining to Authorized University Travel
Effective - Immediately

Date: January 21, 2008

As a reminder, University Policy and Procedures (A.P.P. M. 7.1) requires that all employees (except the President) must obtain **prior approval** for University related travel, and in particular, it also states, "No person, regardless of status, is permitted to approve his/her own travel..." Therefore, you need to obtain the signature of the dean on your Travel Authorization and Expense Report (T.A.E.R.) at least two weeks prior to your departure date and before any related travel expenses are incurred. Please send the T.A.E.R. directly to the Assistant to the Dean (Caroline Brzuchowski) at 2155 Old Main for authorization. Our office will return the T.A.E.R. within 48 business hours of receiving it.

As in the past, the College will continue to allow/sub-delegate the approval of faculty traveling on University related business to the Chairs and Directors. There is no need to send the T.A.E.R.s for faculty to the Dean's Office. However, travel for all non-faculty (i.e. Chairs, Directors, Academic Services Officers, Staff, Non-Rep Management) still needs to be approved/signed by the Dean's Office prior to the travel departure date.

Thank you for your cooperation.

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