

Travel Application

Application signatures required:

- Signature of Applicant.
- Signature of person responsible for account being charged.
- Signature of person applicant reports to. (Travelers may not approve their own travel expenses or have travel expenses approved by an employee subordinate to the traveler.)
- Signature of Dean or Vice President required for out-of-state travel, when registration fee in excess of \$500.00, or when more than 2 employees from same campus attending convention or conference.
- Signature of Vice President and Budget Officer required for International Travel.