

Planning to Travel



- The Deans office reviews Spending Request for appropriate use of funds
- The Department approves for fiscal if funds are available
- Check the list of Travel Ban States as you are preparing to plan your trip



SPENDING REQUEST

Faculty must submit a Spending Request Form through CHABSS

FUNDING

Check in with your department AC to determine how much funding you have for your trip and what types of funds

Submit travel requests:

5-10 business days prior to domestic travel

10-30 business days prior to international travel

Approvers & Required Signatures

Domestic Travel

- One-up Manager - Deans Office
- Funding Authority - Chair
- Travel Office
- Office of Sponsored Projects (if Adobe Sign)

International Travel

- One-up Manager - Deans Office
- Funding Authority - Chair
- Office of Sponsored Projects (if Adobe Sign)
- Risk
- Travel Office



TRAVEL REQUEST

After Spending Request approval faculty can proceed with submitting a Travel Request for approval through Concur if using state funds. Other funding such as auxiliary funds or using split funding will need to use the Adobe Sign Travel Request form and process.

PURCHASE

At this point purchases for travel are allowed using personal funds or applying for a Travel Card. Registrations must be purchased by the department AC with their ProCard

- Include conference agenda or itinerary for scholarly work/field research
- Include the absence from class form if you are missing class

