

Authorization for Travel

Budget Office
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EMPLOYEE AUTHORIZATION FOR TRAVEL

Each employee required to travel in the performance of official duties and entitled to reimbursement for expenses incurred must receive prior authorization from the department Budget Manager (Dean or Director).

Standing Authorization for Travel

- Annual authorization for the Fiscal Year
- Covers local travel within the metropolitan Atlanta area
- Travel does not require payment of registration fees
- Approved by the supervisor and department Budget Manager
- Annual file maintained in the office of the department Budget Manager



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Specific Authorization for Travel

- Local area travel requiring a registration fee
- In-State and Out-of-State Travel
- Includes itinerary, estimated cost of travel, mode of transportation, and the purpose of the trip
- Approved by the supervisor and department Budget Manager
- Out-of Country travel must be approved by the area Vice President and the President of GPC
- No claims for reimbursement will be processed without the appropriate prior authorizations



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Role of the Approver (Budget Manager)

In approving an employee authorization for travel, the Budget Manager is certifying:

- the availability of funds budgeted in the designated accounts
- the official business purpose of the travel
- a reasonable cost estimate
- compliance with GPC travel regulations for authorizations
- submission of complete and accurate documentation



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Processing Changes for Authorizations

- Workflow processing for travel authorizations streamlined to improve efficiency for all parties
- Budget Managers will utilize iStrategy to verify funding and submit budget transfers, if necessary, prior to approving a travel authorization
- GPC Budget Office will no longer review or approve travel authorizations
- GPC Budget Office will contact the Budget Manager if any reimbursements are rejected for insufficient funds or improper account coding
- If sufficient funding cannot be identified, reimbursements may be declined for payment.



