

IV. APPROVAL OF TRAVEL EXPENSE VOUCHER

The Travel Expense Voucher or electronic equivalent must be approved for payment by the traveler's department head, by a person to whom the Chancellor has delegated such authority, or by someone to whom such authority has been officially redelegated. This authority must be documented by a signature authorization form on file with the campus accounting office or by an electronic signature authorization. **The Travel Expense Voucher should not be approved by a person who reports directly or indirectly to the traveler. Persons delegated the authority to approve travel shall not approve their own travel. In addition, travelers may not approve the travel of a near relative, e.g., spouse or equivalent, child, parent, etc.**

The travel expenses for each campus Chancellor, including a spouse, an equivalent individual, or an Associate of the Chancellor, will be approved by the Campus Controller.

Travel expenses incurred by Vice Chancellors, Deans, and Medical Center Directors will be approved by a Vice Chancellor (or other responsible administrator) designated by the Chancellor. The Chancellor may designate more than one approving Vice Chancellor, if desired, due to workload considerations.

In lieu of reviewing and approving each Travel Expense Voucher, the designated Vice Chancellor³ may:

- Appoint a high-level individual on his or her staff who is knowledgeable about the travel regulations to review and approve the Travel Expense Voucher for policy compliance, and
- Review and sign a periodic report (produced no less frequently than monthly), which details the business purpose for each trip taken.

Authority delegated to the designated Vice Chancellor may not be redelegated to another individual, except when the Vice Chancellor is not available due to business travel, vacation, illness, or other leave. Travel expenses of the designated Vice Chancellor will be approved by the Chancellor or his or her designee, provided that the individual does not report to the Vice Chancellor.

Similar procedures should be established for the approval of travel expenses incurred by the President, Principal Officers of The Regents, and other Officers within the Office of the President.

³ The "designated Vice Chancellor" also includes any other responsible administrator designated by the Chancellor.