

PWSC Travel Freeze Guidelines and Process

rev. May 2016

Travel Freeze Authorization Process

Departments using unrestricted funds for travel should plan the authorization process so **ALL** appropriate approvals are in place before documents are sent to the Sr Vice Provost and before the AT enters Workflow.

The Chancellor's Office would like a memo briefly outlining the trip and emailed to the Sr Vice Provost prior to the AT being submitted.

The Sr Vice Provost has not delegated this authority to anyone. Please follow the below process to ensure a reduced workload and to aid in a smooth process.

1. Traveler's supervisor routes memo to PWSC College Director

- Memo should be in email form and routed to the College Director's Office.
- Memo should state the traveler's name, dates of the trip, purpose of the trip, and estimated cost.
- Memo should state how the purpose is in line with President Johnson's directive of limiting travel to fundraising, student recruitment, essential professional development or gaining grants and contracts.

2. College Director submits justification to Sr Vice Provost.

- College Director emails memo with his approval to the Chancellor's Office and awaits email approval or denial before submitting AT.
- Approval or denial is forwarded back to the traveler, supervisor, Travel Coordinator and Auditor for use as back up in TEM.

3. Travel Coordinator creates AT in TEM and submits for Workflow approval.

- TEM document is created **in agreement** with the approved memo.