

Travel Authorization Request Form

Form Filler Approval Guide

After completing all required fields on the Travel Authorization Request Form and clicking “Submit”, the form filler will be prompted with a field to enter all the necessary approvers.

Participant 1 = You, the form filler. *(This person may also be the traveler.)*

Participant 2 = Traveler

Participant 3 = Traveler’s Direct Supervisor

Participant 4 = Traveler’s Supervisor’s Supervisor

Note: Adding Participant 4 is **not** needed if the traveler’s direct supervisor is already the Dean/AVP (or higher) or their assigned proxy.

***Division of Academic Affairs:** Please check with your Dean’s AA2 to see if they should be added as the approver instead of the Dean.

Participant 5 = Traveler’s VP/Provost (Out-of-State Travel Only)

Note: This is required for **all** out-of-NYS travel, unless the traveler’s direct supervisor or supervisor’s supervisor is already the Provost/VP, in which **Participant 5** will be left blank, and they will be added as **Participant 3 or Participant 4** (respectively).

Assign to next participants

To complete the form please enter the information for the next participant. They will receive an email to complete this form.

* Participant 2

TRAVELER - Enter the **traveler’s name and email address** to route the form for their approval. If the traveler is completing the form themselves, the form must still be emailed to them to initiate the approval workflow. [Read Less](#)

First name

Last name

Email address

Confirm email address

[+ Add Message](#)

*** Participant 3**



DIRECT SUPERVISOR - Enter the traveler's direct supervisor's name and email address for approval. If the supervisor is a Dean, enter the Dean's designated Proxy (AA2) instead.

First name

Last name

Enter first name

Enter last name

Email address

Confirm email address

Enter email address

Enter email address

[+ Add Message](#)

Participant 4



SUPERVISOR'S SUPERVISOR - Enter the name and email address of the traveler's supervisor's supervisor for approval. If they are a Dean, enter the Dean's proxy (AA2).

Leave this section blank if Participant 3 is a Dean, AVP, or higher.

[Read Less](#)

First name

Last name

Enter first name

Enter last name

Email address

Confirm email address

Enter email address

Enter email address

[+ Add Message](#)

Participant 5



VP/PROVOST (Out-of-State Travel Only) - Enter the traveler's Vice President or Provost's name and email address for approval. If this individual has already been listed as Participant 3 or Participant 4, leave this section blank.

[Read Less](#)

First name

Last name

Enter first name

Enter last name

Email address

Confirm email address

Enter email address

Enter email address

[+ Add Message](#)

If you're unsure who needs to be included for approvals, please refer to the [Travel Authorization Approval Flowchart](#) or reach out to the Travel Office at ext. 2306 or travel@cortland.edu.

- In-State Travel: Two (2) approvals, unless Direct Supervisor is Dean/AVP or higher level.
- Out-of-State: Three (3) approvals, unless Direct Supervisor or Supervisor's Supervisor is VP/Provost or higher level.