



MEMORANDUM

TO: President's Cabinet

FROM: Purchasing and Accounts Payable Office

DATE: January 7, 2026

RE: Travel Authorization Approval Policy

Travel Authorization Approval Policy

1. Purpose

The purpose of this policy is to establish clear and consistent approval requirements for all employee travel conducted on behalf of SUNY Cortland for official business. Proper authorization ensures compliance with campus, SUNY Administration and New York State Office of the State Comptroller (OSC) travel regulations, supports responsible use of institutional resources, and verifies that travel is essential to university operations. The travel authorization establishes that the employee is in travel status and also serves as documentation for workers' compensation eligibility in the event of an incident during travel.

2. Scope

This policy applies to all SUNY Cortland faculty, staff, administrators and other personnel whose travel is conducted on behalf of the university regardless of funding source or reimbursement status.

3. Policy Statement

All official travel must be authorized in advance through the campus travel authorization process. The level of approval required is determined by the travel destination. No travel may be undertaken, nor any travel-related expenses incurred, without documented prior approval at the appropriate level.

4. Approval Requirements

a. In-State Travel (New York State)

All in-state travel requires approval through the traveler's supervisory chain, not to exceed two (2) supervisory levels or the Assistant/Associate Vice President (AVP) or Dean, whichever comes first.

A total of **two (2) approval signatures** are required for in-state travel, unless the traveler reports directly to a Dean/AVP or higher, in which case only one (1) approval is required.

b. Out-of-State Travel (Domestic U.S. and International)

All out-of-state travel requires approval through the traveler's supervisory chain, not to exceed two (2) supervisory levels, and approval from the appropriate Vice President (VP) or Provost.

A total of **three (3) approval signatures** are required for out-of-state travel, unless the traveler or their supervisor reports directly to a VP/Provost or higher, in which case fewer signatures may be required.

5. Responsibilities

- **Traveler:** Completes the travel authorization request form and submits required documentation with sufficient lead time (at least two (2) weeks prior to departure).
- **Supervisors:** Verify the business purpose, funding availability and necessity of the travel and approval of the travel authorization request.
- **AVP/Dean and/or VP/Provost or higher:** Provide final authorization at the levels established in Sections 4.a and 4.b, as applicable.
- **Travel Office:** Ensures that only properly authorized travel is reimbursed or paid in accordance with SUNY and New York State regulations.

6. Non-Compliance

Travel undertaken without the required approval as defined in this policy may result in:

- Denial of reimbursement for travel expenses.
- Personal liability in the event of an incident during travel (may include personal insurance, damages, medical expenses, etc.).

7. Effective Date

This policy becomes effective upon final approval by President's Cabinet.