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
Enter first name

Last name
Enter last name

Email address
Enter email address

Confirm email address
Enter 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
Enter first name

Last name
Enter last name

Email address
Enter email address

Confirm 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
Enter first name

Last name
Enter last name

Email address
Enter email address

Confirm 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
Enter first name

Last name
Enter last name

Email address
Enter email address

Confirm 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.