

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 Immediate Supervisor

Participant 4 = Traveler’s Dean/AVP/Proxy

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

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

Participant 5 = Traveler’s Provost/VP/Proxy

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

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

Please add the traveler’s name and email to send for their approval.

*If the traveler is the one completing the form initially, the form will still need to be emailed to yourself to start 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

Please add the traveler’s supervisor’s name and email to send for their approval.

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

Please add the traveler's Dean/AVP/Proxy's name and email to send for their approval.

The proxy of the Dean/AVP may be their Administrative Assistant.

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First name

Last name

Email address

Confirm email address

[+ Add Message](#)

Participant 5

Please add the traveler's Provost/VP/Proxy's name and email to send for their approval for out of NYS travel.

The proxy of the Provost/VP may be their Administrative Assistant.

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First name

Last name

Email address

Confirm email address

[+ Add Message](#)

Cancel

Next

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

Important Note: Most travelers require **at least 2 approvers**: the traveler's immediate supervisor and their supervisor's supervisor. A 3rd approver may be needed when travel is out of NYS. Only when the traveler is a Dean/AVP or higher is only one (1) approver required.