



UWG PROCEDURE NUMBER: 5.4.1, Authorization for Travel

Authority: UWG POLICY 5.4 ([Travel Reimbursement](#))

The University of West Georgia (UWG), follows Board of Regents (BOR) [Business Procedures Manual](#), section 4.1 (Authorization for Travel) with the following procedures for travel at UWG.

The Chief Business Officer, pursuant to the authority of UWG Policy 5.4, establishes the following procedures on Authorization for Travel:

A. Procedures

Each individual (employee, non-employee, student) for whom a travel expense will be paid or reimbursed is encouraged to obtain written approval prior to the beginning date of the anticipated travel, however, written authorization is at the discretion of the individuals' approver or higher administrative authority with the exception of the following (which require the applicable completed and approved [Travel Authorization](#) form):

- Lodging within 50 miles of work site and residence
- Prepaid Lodging
- Prepaid Airfare through West Georgia Travel Agency contract
- Job candidate travel reimbursement
- Student Group/Team Travel and Study Abroad Travel
- Direct Bill local (Carrollton) hotel lodging reservation procedure
- Fiscal year end travel fund encumbrance process
- Direct Bill Enterprise Rentals (Authorized Departments Only)

The individual will seek written approval to travel, from the appropriate authority, for the noted exception circumstances listed above.

Travel utilizing restricted project funds will require written approval from Sponsored Operations.

B. Restrictions

Individuals should not pay for another individual's expenses unless that individual is part of a University group (Team or Studies Abroad).

C. Forms

[Travel Authorization-Employee](#)

[Travel Authorization-Non-Employee](#)

[Student Group Travel Form](#)

[Travel Authorization Addendum](#)

[Travel Advance Cash Request](#)

[Travel Authorization/Cost Effective Worksheet](#)

Issued by the Chief Business Officer, the 29th day of July, 2019.



Signature, Chief Business Officer

Reviewed by Associate Vice President for Finance: _____



Previous version: "Authorization for Travel" Policy#BFCNTR-01 (2/18/2013)