



TUSKEGEE
UNIVERSITY

REQUEST FOR TRAVEL AUTHORIZATION FORM

Name of Traveler/Requestor _____

Date(s) of Travel _____

Department/Unit _____

Destination _____

Justification for Travel

Estimated Expenses \$ _____
(Registration, Airfare, Hotel, Ground Transportation, Per Diem, Other)

GL Account (s) to charge:

Signature of Traveler/Requestor

Date

Contact Number

APPROVALS

Department Head or Dean _____

Date _____

Principal Investigator (If applicable) _____

Date _____

Audit, Risk, & Compliance
(ARC) _____

Date _____

Special Approval (If necessary)
(President, Provost, CFO) _____

Date _____

BUDGET/GRANT OFFICE APPROVAL

Travel is allowable if within active budget/grant period and funds are available.

Signature _____

Date _____

Other Requirements:

- ✓ Please attach the agenda, itinerary or letter of invitation as supporting documentation for travel
- ✓ Reimbursement requests must be submitted within 7-10 business days after travel is completed. Failure to do so may forfeit reimbursement of expenses.
- ✓ Travelers must ensure arrangements are made to cover job duties and responsibilities during traveler's absence.
- ✓ International travelers MUST notify TU Global Office by providing a copy of approved TAF.
- ✓ *** The travel approval routing process must begin at least 30 business days before the travel date. Please note that this timeline applies only to obtaining travel approval; it does not include the time required to process requisitions, check requests, or purchase/travel card transactions.
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TUSKEGEE UNIVERSITY

Office of Business and Fiscal Affairs

TUSKEGEE UNIVERSITY

Office of the Vice President for Business and Fiscal Affairs

MEMORANDUM

To: All Faculty and Staff

From: Wendell Lopez, Vice President for Business and Fiscal Affairs

Date: October 20, 2025

Subject: Unauthorized Business Travel - Risks, Liabilities, and Consequences

Purpose

This memorandum serves as a formal policy addendum reinforcing the requirement that all University-related travel must receive prior written authorization in accordance with Tuskegee University's established Travel Policy. It also outlines the associated risks, liabilities, and consequences of conducting travel without such authorization.

Policy Statement

All employees, regardless of funding source, must obtain prior to initiating or engaging in any travel on behalf of Tuskegee University. Unauthorized business travel is strictly prohibited. Employees who fail to secure the required pre-approvals on the formal travel authorization form [formal travel authorization](#) assume full personal responsibility and liability for their actions and expenses. (*Travel Policy: Section 1. Pre-Post-Trip Planning, subsection f) Pre-Trip Approval*).

Risks and Liabilities of Unauthorized Travel

1. Legal and Institutional Liability

- Travel conducted without prior approval falls outside the scope of employment and institutional indemnification.
- The University may disclaim responsibility for accidents, injuries, or incidents arising during unauthorized travel.
- Engaging in unauthorized travel constitutes a violation of University policy and may be considered misconduct or insubordination.

2. Financial Exposure

- Unauthorized travel expenses will **not be reimbursed** under any circumstances.
- If such expenses are charged to a University account or card, the employee will be required to **repay the full amount**.
- Unauthorized travel may result in audit findings, disallowed grant expenditures, or repayment obligations to sponsors or funding agencies.

3. Insurance and Safety Limitations

- University travel insurance, workers' compensation, and emergency assistance coverage apply **only** to approved, documented travel.

- Employees traveling without authorization forfeit eligibility for institutional support or emergency response in the event of accident, illness, or crisis.

4. **Compliance Risks**

- Unauthorized travel compromises the University's system of internal controls and violates financial accountability standards required by auditors, grantors, and regulatory agencies.
- Charging or incurring travel expenses without prior written approval may result in noncompliance with federal cost principles under 2 CFR 200 (Uniform Guidance), state fiscal accountability regulations, and University policy.
- Such violations can lead to disallowed costs, sponsor repayment obligations, and findings in internal or external audits that may adversely affect future funding eligibility.
- Unauthorized travel also weakens the University's ability to demonstrate fiscal stewardship and compliance during accreditation, audit, and federal program reviews.

5. **Reputational and Operational Impact**

- Unapproved travel creates administrative and reputational risk to the University and reflects poor stewardship of institutional resources.
- It may disrupt unit operations, scheduling, and coordinated institutional representation.

Consequences for Noncompliance

Employees who engage in unauthorized business travel may be subject to repayment of all related expenses, suspension or revocation of future travel privileges, and disciplinary action, up to and including **termination of employment**, depending on the nature and severity of the violation. Supervisors who knowingly permit or fail to report unauthorized travel may also be subject to disciplinary review. Disciplinary measures will be administered in accordance with University Human Resources policies and procedures.

Summary

Travel authorization is a critical internal control that ensures fiscal accountability, personal safety, and compliance with University, state, and federal regulations. All employees are expected to adhere strictly to this requirement to protect both themselves and the institution from unnecessary risk. **Please review the enclosed travel authorization form approval routing process.**

For questions or clarification, please contact the Office of Business and Fiscal Affairs prior to making any travel arrangements:

- Debriena L. Gardner, Assistant Vice President of Budget and Planning (Budget and Planning)
- Moroline Washington, Director of Grants and Contracts (Grants and Contracts)
- Dawnelle Robinson, Associate Vice President/Controller (Procurement and Accounts Payable)

Effective Date and Policy Reissuance

This memorandum and the accompanying policy provisions are **effective October 24, 2025**, and supersede any previous guidance or memoranda concerning business travel authorization. All departments and employees are expected to comply with the requirements outlined in this document.

Overview of Exceptions

Athletics

The Athletics department operates under different guidelines than other departments and is therefore considered an exception to the standard procedures.

Recruiters in the Office of Admissions

Recruiters working within the Office of Admissions are also exempt from certain standard procedures due to the unique nature of their responsibilities.

Local Vicinity and Reimbursement Restrictions

For purposes of University travel, the local vicinity shall include Montgomery, Auburn, and Opelika. These areas are within reasonable commuting distance from the University and are routinely traveled by employees, including members of the President's Cabinet.

Accordingly, mileage, per diem, or other travel-related reimbursements will not be authorized for travel conducted within the local vicinity. Exceptions must be approved in advance and in writing by the respective Vice President and the Chief Financial Officer (CFO), with justification demonstrating an institutional benefit that exceeds normal commuting expectations.

Cc: Office of the President
Office of Audit, Risk, & Compliance
Office of Human Resources

Enclosure:
Travel Authorization Form - Approval Routing Process

Travel Authorization Form Workflow Path

Fund Type	Workflow Path
Unrestricted (GL 10, 17)	Requestor → VP or Dean or Department Head → ARC
Internal Restricted (GL 20s)	Requestor → VP or Dean or Department Head → Development → ARC
Title III (GL 32s)	Requestor → VP or Dean or Department Head → Title III → Grants → ARC
Other Grants (GL 30s, 80s)	Standard Routing: - Requestor → Principal Investigator (PI) → Department Head (DH) or Dean → Grants → (ARC) Requestor is the Dean: In cases where the Dean is the requestor but not the PI, the routing should be: - Requestor (Dean) → PI → Provost → Grants → ARC.

1. Unrestricted Funds (GL 10 & 17)

Routing Path:

Requestor → VP or Dean or Department Head → Office of Audit, Risk, & Compliance (ARC)

Key Notes:

- ARC serves as the final review/approval before processing.
- Approved forms are emailed back to the Requestor.

2. Internal Restricted Funds (GL 20s – Development)

Routing Path:

Requestor → VP or Dean or Department Head → Development → ARC

Key Notes:

- Development verifies the permissible use of funds alignment with donor intent.
- ARC ensures compliance and budget validation.

3. Federal/State Restricted Funds (GL 30s & 80s)

A. Title III

Routing Path:

Requestor → VP or Dean or Department Head → Title III → Grants → ARC

B. All Other Grants

Routing Path:

- Requestor → Principal Investigator (PI) → Department Head (DH) or Dean → Grants → ARC

If Requestor is the Dean: In cases where the Dean is the requestor but not the PI, the routing should be:

- Requestor (Dean) → PI → Provost → Grants → ARC

Key Notes:

- Grants Office ensures expenditures align with funding terms.
- ARC is the final checkpoint before financial processing.

4. Submission & Processing

Email Approvals:

- Forms for ARC review/approval should be sent to:
ffoster@tuskegee.edu and bdubose@tuskegee.edu.

After Approval:

- Approved forms are returned to the requestor.
- The approved copy of this form must be included with all requisitions, check requests, and purchase/travel card transactions to be processed.

5. Special Instructions

- The President and Provost only sign travel forms for their direct reports.
- All others follow their respective division chain of command.

6. Timeline

- The travel approval routing process must begin **at least 30 business days before the travel date**. Please note that this timeline applies **only to obtaining travel approval**; it does not include the time required to process requisitions, check requests, or purchase/travel card transactions.