

# University of Louisiana Monroe

## TRAVEL POLICY

All In-State Conference, all Out-of-State and all International travel must be authorized and approved in writing by the appropriate Vice President or President. The President will approve travel for his staff and all Vice Presidents. A file shall be maintained on all approved travel authorizations. This file will be maintained in the Controller's Office.

For International travel, the completed Travel Authorization ([TA](#)) must be sent to the VP for Business Affairs (VPBA) for approval along with the approved letter of request to the President's Office. Again, this approval must be received prior to the travel time.

The State of Louisiana has contracted travel agency services with Christopherson Business Travel. It is mandatory that employees use Christopherson for airfares unless exemptions have been granted by the Division of Administration prior to travel.

In order to travel, an employee must complete the ULM Travel Authorization form and have his/her department head and the appropriate senior official (Vice President or President) approve. Approval must also be given for certification that funds are available for these travel expenses from the appropriate Approving Agent. Once this form is completed with proper approvals, send the original for