

FOREIGN TRAVEL APPROVAL PROCESS

Department	Action
Initiating department <i>(Academic department or research center)</i>	<p>Prepare Travel Request:</p> <ul style="list-style-type: none"> • Prepare in advance of travel • State specific purpose of travel • Specify funding by cost center • Specify costs by airfare, registration (if applicable), lodging/meals/per diem <p>Attach documentation:</p> <ul style="list-style-type: none"> • Itinerary with airfare (or specify class of travel on Travel Request) • Conference program • Coverage and/or contacts for instruction and research <p>Obtain signatures indicating approval or review:</p> <ul style="list-style-type: none"> • Traveler • Certifying signature • Chair or Research Center Director <i>(If initiated by Research Center, both the Research Center Director and the Chair of the academic home department must approve)</i> <p>Scan document and send by email to Dean of college or VP for Research, if traveler is research faculty.</p>
College Dean or VP for Research	Review document and forward to Academic Budgets. or Return document to department for revision. NOTE: Dean's signature required for exceptions to policy or standard practice.
Academic Budgets	Review document and forward to Senior Vice President/ Provost. or Return document to college for revision
Senior Vice President/ Provost	Approve document and forward to President. or Return document to college for revision.
President	Approve document and return to initiating department. or Reject document and return to initiating department.

Cotright, Lasaundra B

From: McGhee, Frederick D [FDMcGhee@Central.UH.EDU]
Sent: Wednesday, November 16, 2005 9:34 AM
To: Tran, Kathy N; Le, Anh N; Barbara Murray (E-mail); Beverly Rymer (E-mail); Commissariat, Shaki ; Debra L Loya (E-mail); Jennifer Chin-Davis; LaSaundra.Cotright@mail.uh.edu; Laura Bell; Lawrence S DeBondt (E-mail); CKNguyen@Central.UH.EDU; pammusc
Subject: FW: Foreign travel
Attachments: FOREIGN TRAVEL APPROVAL PROCESS.mdi

Please note the documentation portion. Email me if you have any questions or concerns.

Fred

From: Ness, Craig
Sent: Tuesday, November 15, 2005 5:37 PM
Subject: Foreign travel

Folks:

I seem to be fielding a lot of questions about foreign travel since we started processing travel requests by email. Hopefully the attached document will serve as as reference for you and your department staff. A few notes:

- It is not intended to replace MAPP in any way.
- There are references to Research, Research Centers and Research Center Directors as many of the foreign travel requests come from those areas and require review by both the Vice President for Research and the Senior Vice President for Academic Affairs.
- It was handed out and discussed at today's Council of Deans meeting.

Call me if you have any questions.

C.