

Lewis Center for Educational Research

**AR 3350 BUSINESS - NON-INSTRUCTIONAL OPERATIONS
TRAVEL AUTHORIZATION**

Adopted: September 10, 2007

Revised:

Travel Authorization

It is recommended that approval for travel and travel advances is to be authorized by the principal, director, or administrator who is the direct supervisor. This individual shall review and approve/disapprove travel requests within two (2) days of the request.

A signature delegation form shall be forwarded to the CEO for approval and official designation. After approval, the CEO, will forward the form to Accounting, completing the notification process.

Approval for travel shall be based upon program requirements and budget constraints. The number of LCER employees authorized to attend a specific workshop or conference shall be limited to one or two employees who will subsequently in-service other appropriate staff upon return to regular duty. Exceptions to this need prior Administrative approval.