



**UNIVERSITY OF MASSACHUSETTS
AMHERST**

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Memorandum

TO: Deans, Directors, Department Heads and Travel Preparers

FROM: Joyce M. Hatch, Vice Chancellor, Administration & Finance

DATE: January 26, 2009

SUBJECT: Pre-Trip Travel Authorization

Given the recent economic news and pending budget reductions on campus, it is imperative to implement a more formal and consistent pre-approval process for travel across all departments and funding sources. As such, two important changes to travel authorizations are being implemented throughout the executive areas on campus:

1. Vice Chancellor or Provost Approval of all Non-faculty Travel

Pursuant to the Chancellor's December 16, 2008 directive curtailing all administrative travel, all non-faculty travel must be approved in advance by the Vice Chancellor or Provost. Each executive area will be responsible for determining allowable travel based on individual circumstances.

2. Supervisor Pre-approval of all University Travel (including Faculty Travel)

Effective February 1, 2009, any new travel arrangements involving overnight stays or exceeding \$300 will need to be pre-approved by the traveler's supervisor and attached with the TRIP Reimbursement forms in order to be reimbursed by the Controller's office.

A new travel authorization form is available on the controller's web page at <http://www.umass.edu/aco/empacfinforms.htm> to comply with both of these policies. Email authorization may be substituted for the form if the same information is provided and approved by the supervisor.

Questions about vice-chancellor and provost approvals should be directed to your executive financial officers. Questions concerning the pre-approval form may be directed to the Controller's office at 5-0806.