Approval Hierarchies

for Travel Authorization Request Form
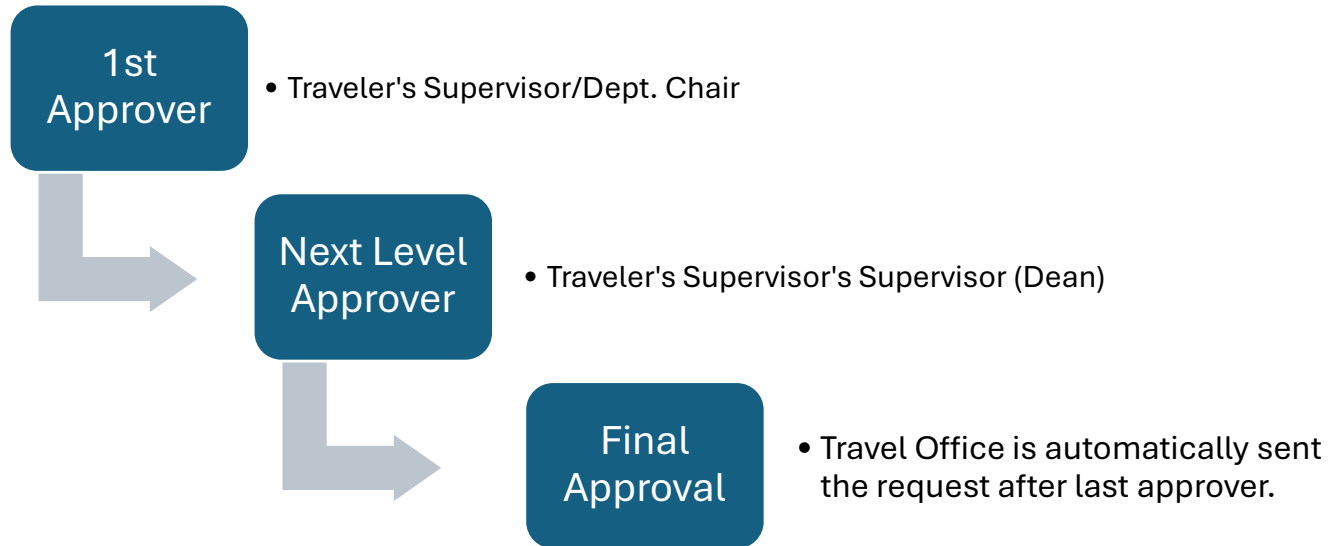
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Flowcharts

Faculty/Academic Affairs (under Provost)

1. NYS Travel

1st Approver
- Traveler's Supervisor/Dept. Chair

Next Level Approver
- Traveler's Supervisor's Supervisor (Dean)

Final Approval
- Travel Office is automatically sent the request after last approver.

Example 1: NYS Travel Faculty/Academic Affairs
Jen is traveling. Jen reports to Kate (Chair). Kate reports to Andrea (Dean).

1st Approver
- Kate
  - Kate then adds Andrea's email after approval

Next Level Approver
- Andrea
  - Andrea does **NOT** add any additional approvers

Final Approval
- Travel Office is automatically sent the request after last approver.

2. Out-of-State/Country Travel

1st Approver
- Traveler's Supervisor/Dept. Chair

Next Level Approver
- Traveler's Supervisor's Supervisor (Dean)

Next Level Approver
- Provost

Final Approval
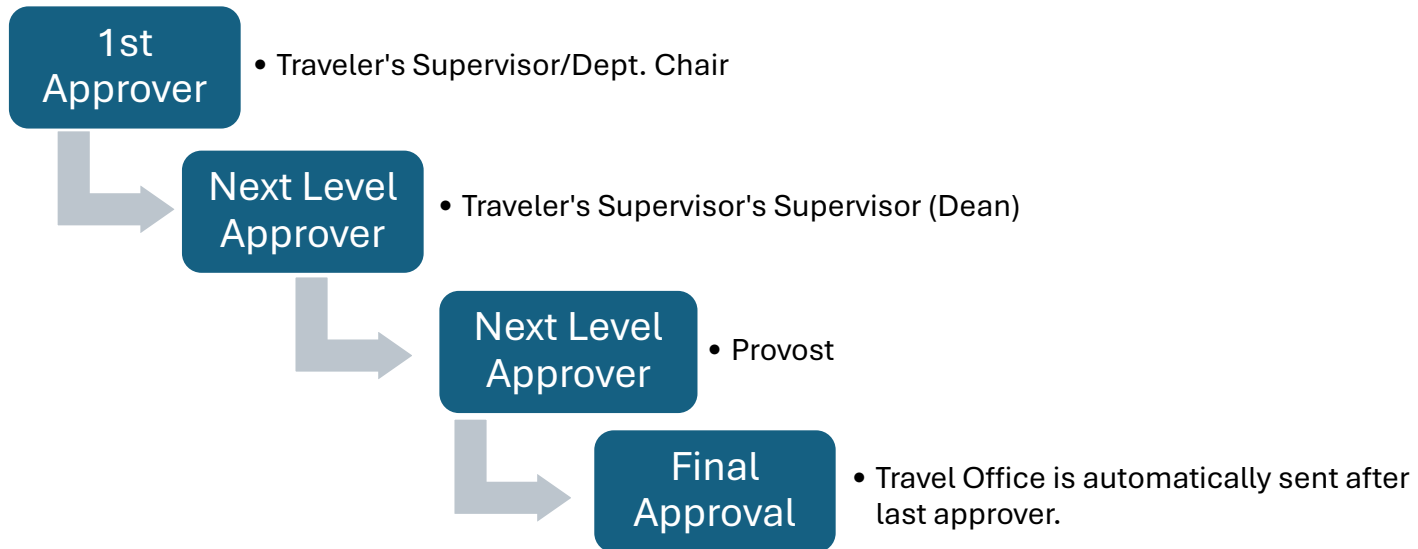- Travel Office is automatically sent after last approver.
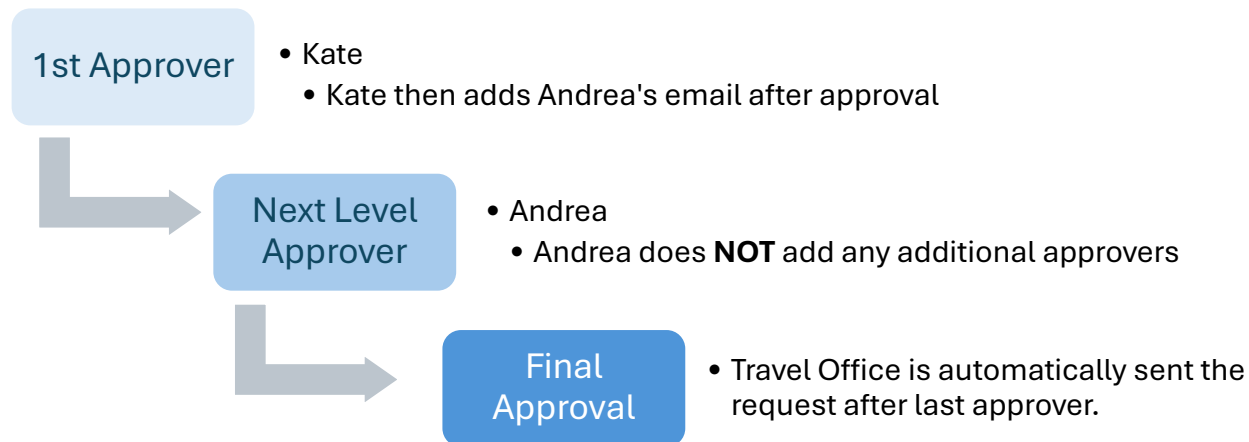
Example 2: Outside NYS/Country Travel Faculty/Academic Affairs

Jen is traveling. Jen reports to Kate (Chair). Kate reports to Andrea (Dean). Andrea reports to Ann (Provost).

1st Approver
- Kate
  - Kate then adds Andrea's email after approval

2nd Approver
- Andrea
  - Andrea then adds Ann's (Provost) email after approval

3rd Approver
- Ann (Provost)
- Ann does NOT add any additional approvers

Final Approval
- Travel Office is automatically sent the request after last approver

Non-Faculty

3. NYS Travel

1st Approver
- Traveler's Supervisor

Next Level Approver
- Traveler's Supervisor's Supervisor

Final Approval
- Travel Office is automatically sent the request after last approver.

Example 3: NYS Travel Non-Faculty

Matt is traveling. Matt reports to Lindsay (Assistant Director). Lindsay reports to Kim (Director).

1st Approver
- Lindsay
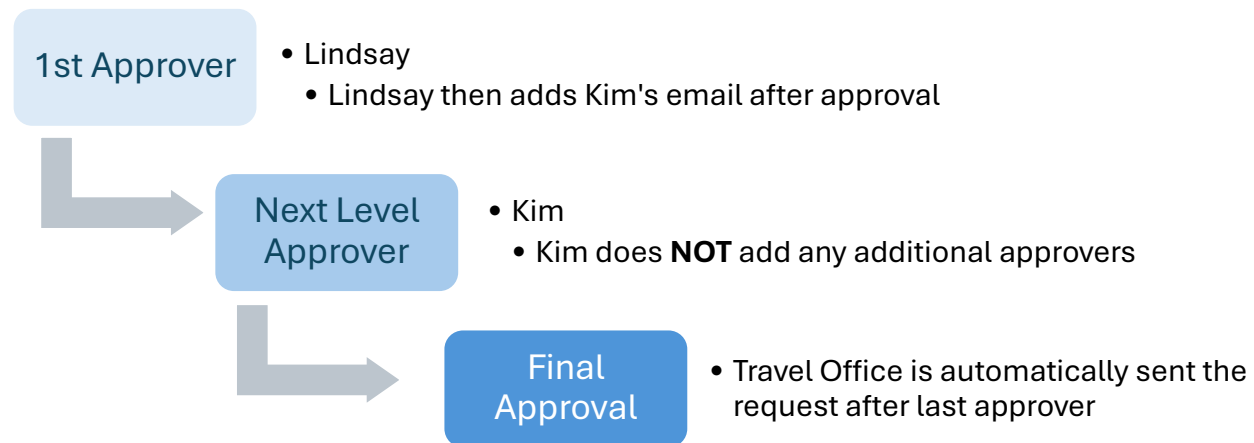 - Lindsay then adds Kim's email after approval

Next Level Approver
- Kim
  - Kim does **NOT** add any additional approvers

Final Approval
- Travel Office is automatically sent the request after last approver

4. Out-of-State/Country Travel

1st Approver
- Traveler's Supervisor

Next Level Approver
- Traveler's Supervisor's Supervisor

Next Level Approver
- Vice President (VP)

Final Approval
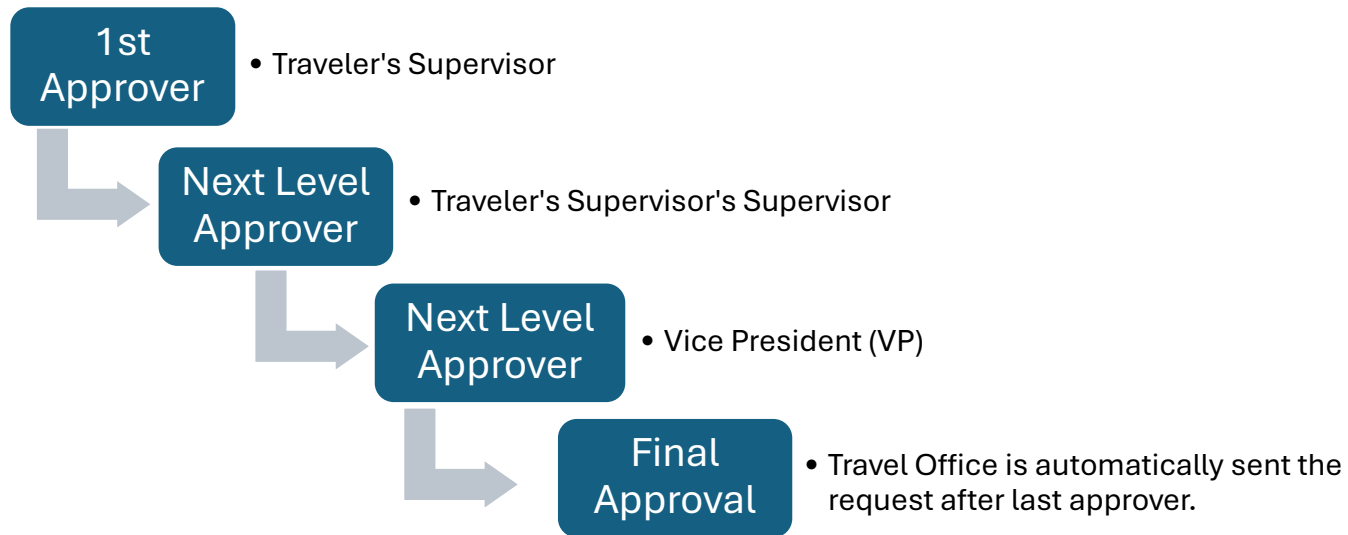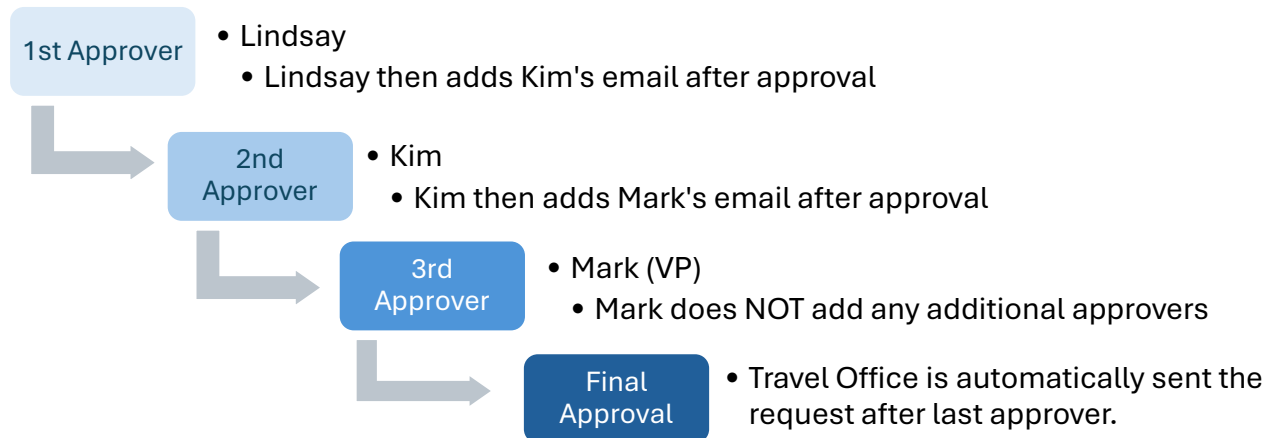- Travel Office is automatically sent the request after last approver.

Example 4: Outside NYS/Country Travel Non-Faculty

Matt is traveling. Matt reports to Lindsay (Assistant Director). Lindsay reports to Kim (Director). Kim's VP is Mark.

1st Approver
- Lindsay
  - Lindsay then adds Kim's email after approval

2nd Approver
- Kim
  - Kim then adds Mark's email after approval

3rd Approver
- Mark (VP)
  - Mark does NOT add any additional approvers

Final Approval
- Travel Office is automatically sent the request after last approver.

Written Format

Faculty/Academic Affairs (under Provost)

1. ### NYS Travel

    (a) 1st approver = Traveler's Supervisor/ Dept. Chair
    (b) Next Level Approval = Traveler's Supervisor's Supervisor (Dean)
        (i) Dean will approve (or deny) and then NOT add any additional approvers.
    (c) Final Approval = Travel Office is automatically sent the request after last approver.

    Example 1: NYS Travel Faculty/Academic Affairs

    Jen is traveling. Jen reports to Kate (Chair). Kate reports to Andrea (Dean).
    (a) 1st Approver = Kate
        (i) Kate then adds Andrea email after approval
    (b) 2nd Approver = Andrea
        (i) Andrea does NOT add any additional approvers
    (c) Final Approval = Travel Office is automatically sent the request after last approver

2. ### Out-of-State/Country Travel

    (a) 1st approver = Traveler's Supervisor/ Dept. Chair
    (b) Next Level Approval = Traveler's Supervisor's Supervisor (Dean)
    (c) Next Level Approval = Provost
        (i) Provost will approve (or deny) and then NOT add any additional approvers
    (d) Final Approval = Travel Office is automatically sent the request after last approver

    Example 2: Outside NYS/Country Travel Faculty/Academic Affairs

    Jen is traveling. Jen reports to Kate (Chair). Kate reports to Andrea (Dean). Bruce reports to Ann (Provost).

    (a) 1st Approver = Kate
        (i) Kate then adds Andrea email after approval
    (b) 2nd Approver = Andrea
        (i) Andrea then adds Ann's email after approval
    (c) 3rd Approver = Ann (Provost)
        (i) Ann does NOT add any additional approvers
    (d) Final Approval = Travel Office is automatically sent the request after last approver

Non-Faculty

3. NYS Travel

(a) 1st approver = Traveler's Supervisor
(b) Next Level Approval = Traveler's Supervisor's Supervisor
  (i) Traveler's Supervisor's Supervisor will approve (or deny) and then NOT add any additional approvers
(c) Final Approval = Travel Office is automatically sent the request after last approver

Example 3: NYS Travel Non-Faculty

Matt is traveling. Matt reports to Lindsay (Assistant Director). Lindsay reports to Kim (Director).
  (a) 1st Approver = Lindsay
    (i) Lindsay then adds Kim's email after approval
  (b) 2nd Approver = Kim
    (i) Kim does NOT add any additional approvers
  (c) Final Approval = Travel Office is automatically sent the request after last approver

4. Out-of-State/Country Travel

(a) 1st approver = Traveler's Supervisor
(b) Next Level Approval = Traveler's Supervisor's Supervisor
(c) Next Level Approval = Vice President (VP)
  (i) VP will approve (or deny) and then NOT add any additional approvers
(d) Final Approval = Travel Office is automatically sent the request after last approver

Example 4: Outside NYS/Country Travel Faculty/Academic Affairs

Matt is traveling. Matt reports to Lindsay (Assistant Director). Lindsay reports to Kim (Director). Kim's VP is Mark.
  (a) 1st Approver = Lindsay
    (i) Lindsay then adds Kim's email after approval
  (b) 2nd Approver = Kim
    (i) Kim then adds Mark's email after approval
  (c) 3rd Approver = Mark (VP)
    (i) Mark does NOT add any additional approvers
  (d) Final Approval = Travel Office is automatically sent the request after last approver.