Approval Hierarchies

for Travel Authorization Request Form
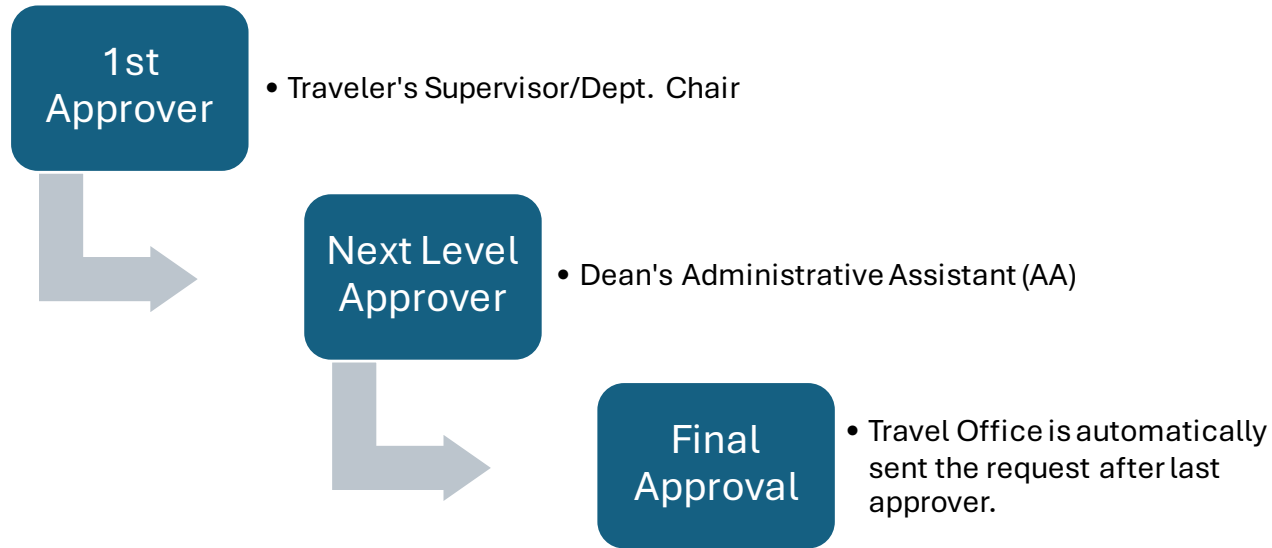
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Flowcharts

Faculty/Academic Affairs (under Provost)

1. NYS Travel

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

Next Level Approver
- Dean's Administrative Assistant (AA)

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 Courtney (Dean's AA) email after approval

Next Level Approver
- Courtney (Dean's AA)
  - Courtney 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 → • Dean's Administrative Assistant (AA)

Next Level Approver → • Provost

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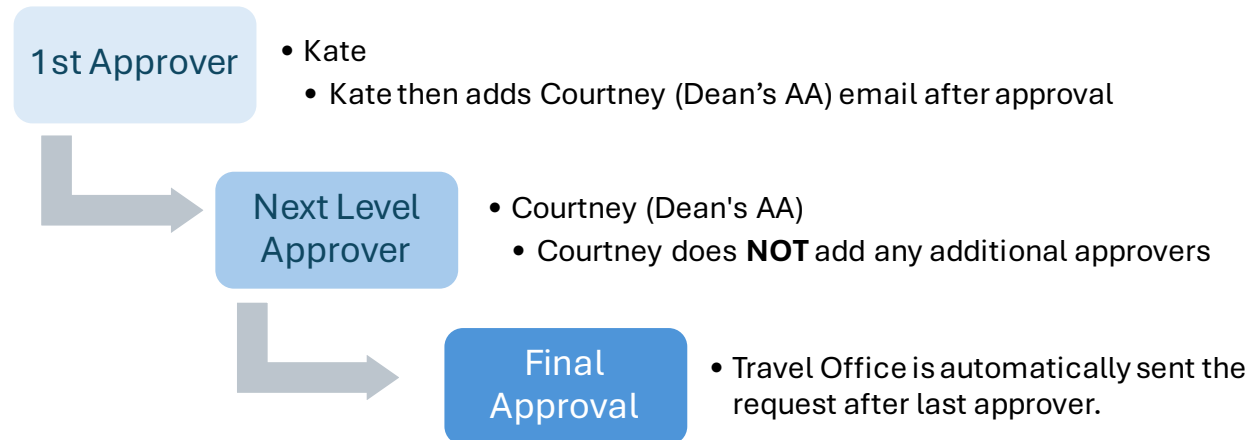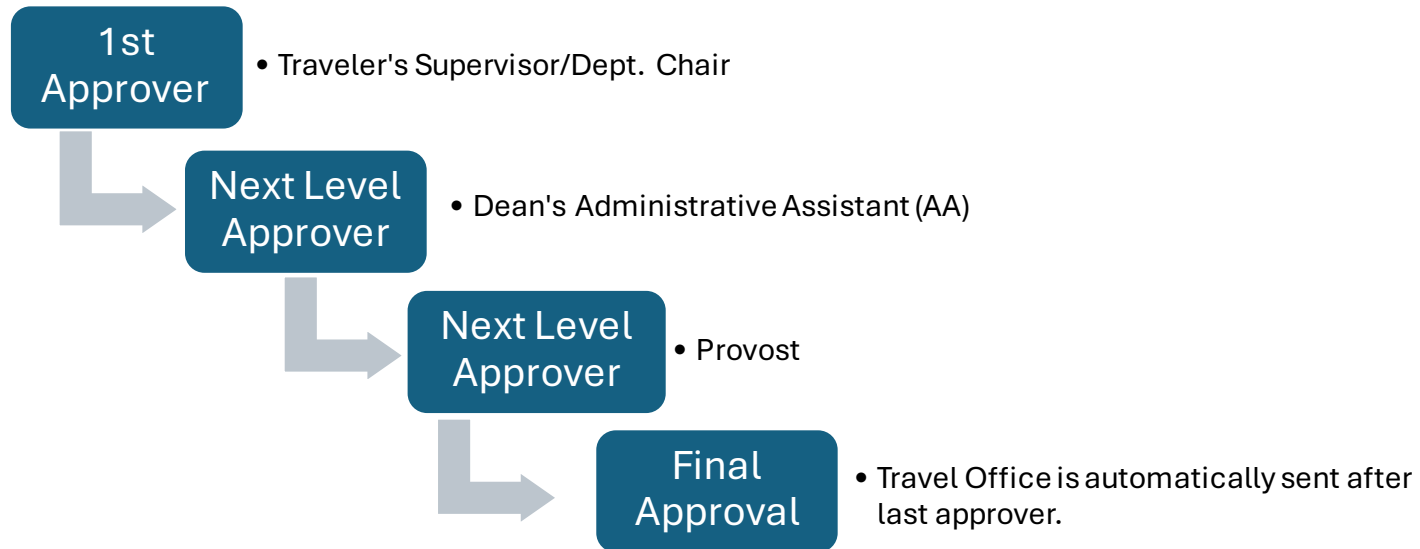
Example 2: Outside NYS/Country Travel Faculty/Academic Affairs

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

1st Approver
- Kate
  - Kate then adds Courtney's (Dean's AA) email after approval

2nd Approver
- Courtney (Dean's AA)
  - Courtney 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 Lindsey (Assistant Director). Lindsey reports to Kim (Director).

1st Approver
- Lindsey
  - Lindsey 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
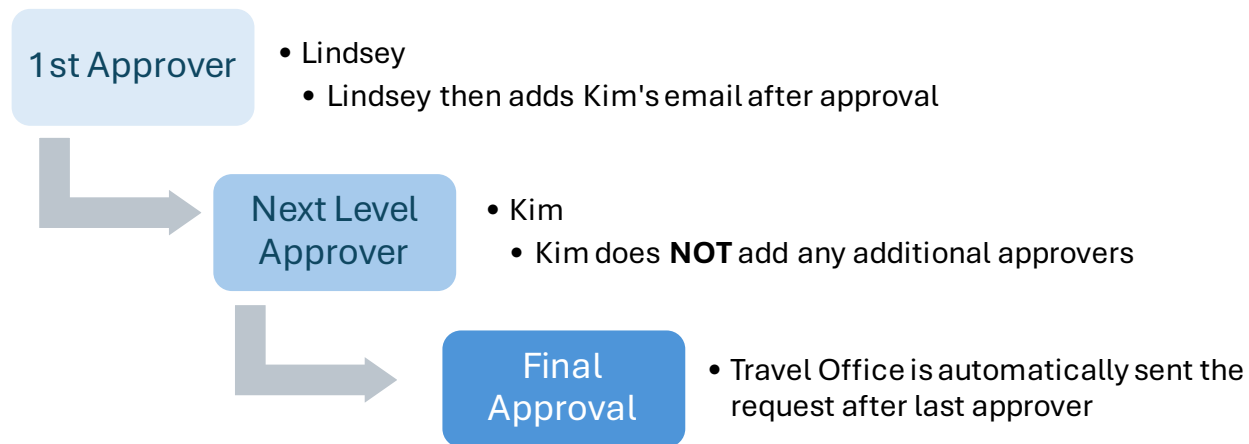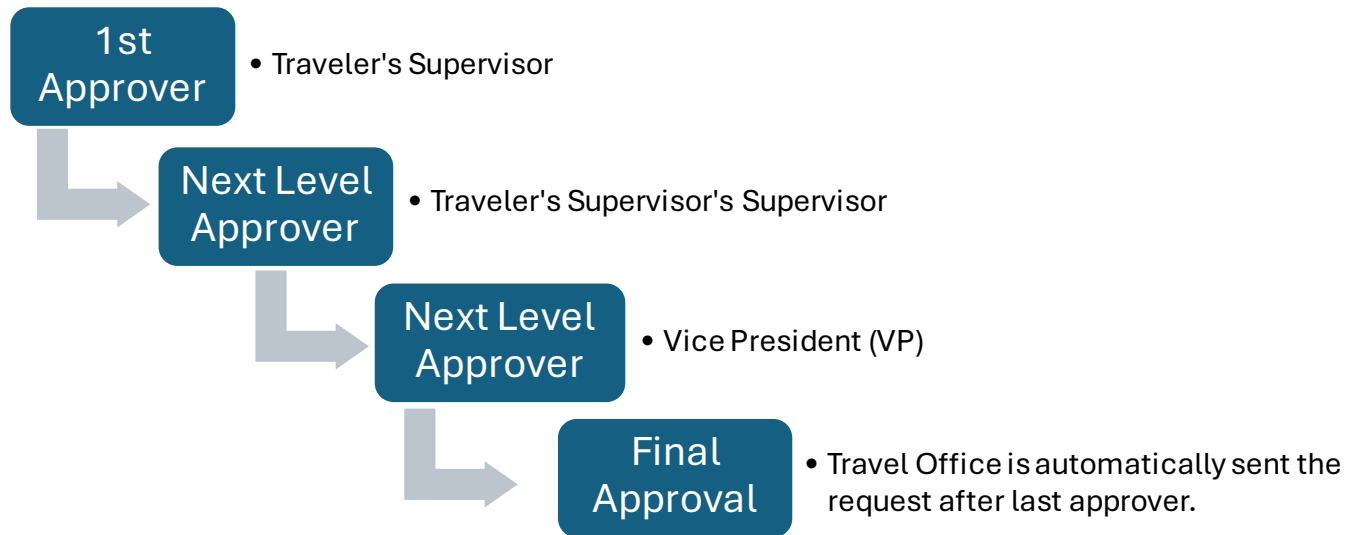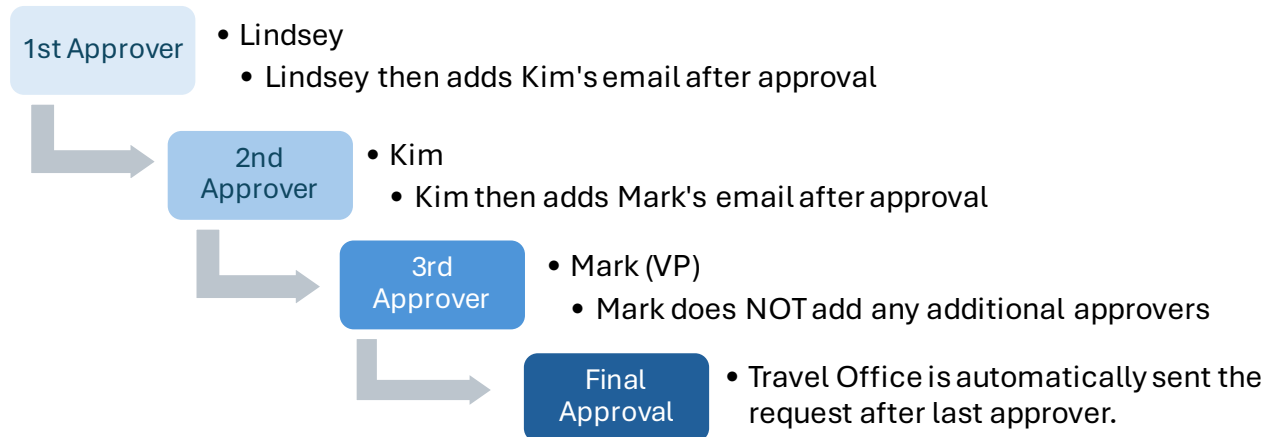- Travel Office is automatically sent the request after last approver.

Example 4: Outside NYS/Country Travel Non-Faculty

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

1st Approver
- Lindsey
  - Lindsey 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 = Dean's AA

        (i) Dean's AA 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 Courtney (Dean's AA) email after approval

    (b) 2nd Approver = Courtney (Dean's AA)

        (i) Courtney 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 = Dean's AA

    (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 Courtney (Dean's AA) email after approval

    (b) 2nd Approver = Courtney (Dean's AA)

        (i) Courtney 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 Lindsey (Assistant Director). Lindsey reports to Kim (Director).

    (a) 1st Approver = Lindsey

        (i) Lindsey 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 Lindsey (Assistant Director). Lindsey reports to Kim (Director). Kim's VP is Mark.

    (a) 1st Approver = Lindsey

        (i) Lindsey 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.