

Travel Updates - March 22, 2022

Dear University Community,

Effective immediately, **local** and **domestic** travel will no longer require approval by the Division Vice President for your area. International travel will still require approval by the university President.

All travelers must obtain approval in advance by using the travel authorization form available in Adobe Sign and listed in the [AP website](#) under Forms.

Travelers must adhere to all [travel policy and procedures](#). Please refer to the campus [travel website](#) for policy information and [Certify training resources](#).

Should you have any questions, please feel free to reach out to your AP technician for additional assistance.

Lana Lewis
Manager, Accounts Payable

March 22, 2022