

Academic Affairs Travel Preapproval Procedure for faculty and instructional academic staff (*replaces Campus Absence Procedures*)

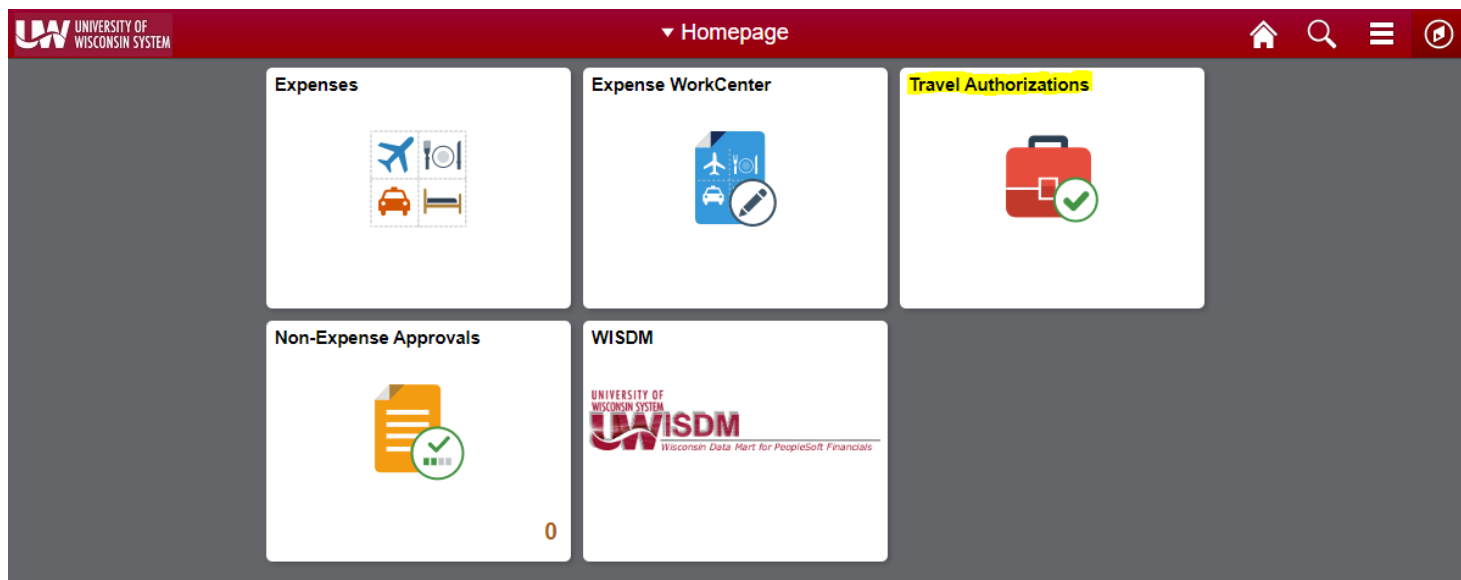
NOTE: This procedure replaces former “campus absence form” procedures associated with travel at UWL and is intended to streamline approval processes by utilizing one system.

OVERVIEW

All UWL faculty and instructional academic staff (IAS) who are traveling domestically or internationally on university funds for business-related campus absences are required by UW System policy to receive supervisor pre-approval for travel. Faculty and IAS will use the [e-reimbursement login](#) to both receive travel authorization (pre approval) and submit travel reimbursement. Although the system will need to be accessed twice, most information need only be entered once.

- Travel Authorization (TA) information should be submitted within the 3 working days prior to departure.
 - If a cash advance is needed, the Travel Authorization must be submitted 7 working days prior to departure.
- Faculty and IAS who have positions with regular, primarily local, auto-based travel as part of their duties (e.g., SOE faculty) may submit monthly reimbursement submissions in line with the policy indicated below.

Procedure for Preapproval. Following the guidelines for amount of advance time, faculty and IAS should log into the [e-reimbursement login](#) and access the “Travel Authorizations” link (see image below), “Add Travel Authorization” and complete the information and submit for preapproval. Employees should complete the form and include estimated and/or known expense information (expense type with amount estimates or known amounts).



When the supervisor approves, the employee will receive email confirmation.

Additional Information for Department Chairs

Liability Protection. An employee or agent of the University is protected pursuant to the UW System’s Self-insured liability program while on university business. This protection applies regardless of whether or not a travel pre-approval is completed. However, the this process does provide evidence of the fact that the individual is or was on university business and this would be useful in the event that this evidence is required.

Driver Authorization/Approval. UW System requires that drivers of any vehicles – including personally owned and rental vehicles – to be authorized to drive on university business. This authorization requires the driver to complete a driver authorization form which is approved by that driver’s supervisor and is submitted to the University Police Department which then checks that driver’s driving record and notifies the supervisor whether

or not that driver's record complies with the state's standards.

Academic Staff/University Personnel. For employees who earn personal campus absences (*personal holidays, legal holidays, vacation time, sick leave, compensatory time*) or who utilize other forms of leave (e.g., jury duty, leave without pay, worker compensation, military leave, or an absence covered by the Family Medical Leave Act) each unit will determine the process for obtaining supervisor approval prior to travel, the use of paid time off, and/or HR will be involved in the other campus absence procedures.

- Although the leave interface through the HRS software indicates the wording "Absence Request," HR recommends and trains employees that the system is a reporting system rather than a requesting system.

Policy based on recommendations from the [Campus Absence Forms Taskforce Report](#) - October 14, 2015

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