

LOUISIANA STATE UNIVERSITY HEALTH SCIENCES CENTER - NEW ORLEANS APPROVAL AUTHORITY

Section III - Contract Travel Services

Reference	Description	Designated Title/Position/Role	Delegated Title/Position/Role
A.	Person authorized to grant exception approval for non-use of the contracted travel agency	Executive Director Accounting Services	Director of Payable Services

Section V - Method of Transportation

Reference	Description	Designated Title/Position/Role	Delegated Title/Position/Role
A.3.	Person authorized to grant exception approval for non-use of the contracted travel agency	Executive Director Accounting Services	Director of Payable Services
A.3 b.	Person authorized to grant exception approval to allow the cost for changes or cancellations of traveler's airfare	Executive Director Accounting Services	Department/Unit Head
C.2. i.	Person authorized to approve a lump sum allowance for transportation or reimbursement of transportation (mileage) when a traveler is required to regularly use his/her privately-owned vehicle for university business	Vice Chancellor of Administration and Finance	

Section VI - Reimbursement of Lodging and Meals

Reference	Description	Designated Title/Position/Role	Delegated Title/Position/Role
A.1.	Person authorized to approve travel greater than 30 days	Executive Director Accounting Services	
E.	Person authorized to approve extended stay travel allowances justified by the circumstances affecting the travel	Executive Director Accounting Services	

Section VIII - International Travel

Reference	Description	Designated Title/Position/Role	Delegated Title/Position/Role
	Person authorized to approve travel to High Risk Regions and to Foreign Adversary Countries	Senior Vice Chancellor	Vice Chancellor of Administration and Finance
	Person authorized to approve travel outside the 50 United States and U.S. Territories (Entity Head designee)	Vice Chancellor of Administration and Finance	N/A