



# ALERT NOTICE

## Business Office

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### Travel Approvals

Effective immediately, Interim President approval is no longer required for in-district and out-of-district travel. Travel requires review and approval of the department supervisor, including deans for instructional organizations and the division Vice President.

Please continue to review state travel recommendations and department budget limits, however, effective immediately, all travel (that is not considered in district mileage) will require review and approval by department supervisors, including Deans if required, and your division Vice President (Interim President approval is no longer needed).

Provide a memo with all approvals through your Division Vice President as part of the travel document attachments for review in the Chrome River Travel Management system.

Interim President approval is still required for International Travel requests.

Thank you in advance for your cooperation, please feel free to contact Tonya Ecker at 956-872-4618 should you have further questions.