

MEMORANDUM

TO: Deans, Department Heads

FROM: P. Bonham-Smith and E. Dyck, Co-Chairs
Joint Committee for the Management of the Agreement (JCMA)

DATE: June 11, 2018

RE: Authority to Travel

It has come to the attention of JCMA that misinformation is being provided regarding Authority to Travel Forms and actions that can, or should, be taken when no expenses for travel will be submitted. Following is some simple information that we hope will provide some clarity.

The university has completed the transition to Concur as the primary method of completing a travel request. A Concur travel request, once approved, is an official Authority to Travel. An Authority to Travel is important because it makes it clear that the travel is part of your assigned duties or that an absence from assigned duties is approved by a department head and dean. In addition, travel insurance (Article 22.7) is provided to employees travelling with the authorization of the university. While travel authority is not required for personal travel, absence from duties still requires employees to follow the arrangements and approvals required in accordance with Article 11.3 – Absence from Duties and Article 19 - Vacations.

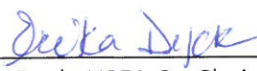
Effective July 1, 2018 authority to travel requests will only be accepted using the travel request form available through Concur. Paper authority to travel forms are acceptable for everyone until June 30, 2018.

An Authority to Travel form should be completed even if an expense claim might not be submitted. If you will not be claiming expenses related to your travel request, enter a zero in the expense fields or seek assistance from Connection Point. An Authority to Travel does not represent a confirmation of approval for any related travel expenses associated with the authority to travel. Travel expenses and reimbursement of travel expenses require a separate approval and are subject to university travel expense guidelines and other applicable funding agreements.

Concur will send out notifications related to any expenses incurred using the system or associated through the system (e.g., the university corporate credit card). These notifications are sent to facilitate any potential reimbursement claims associated with those expenses. You can manage the notifications directly through your Concur account. It is very important that you do not agree to delete your email address from Concur because you will not receive any future notifications from the system.



P. Bonham-Smith, Employer Co-Chair



E. Dyck, USFA Co-Chair