



Office of the Dean
Office of Finance &
Administration
170 Drillfield Drive (0341)
Price Hall, Suite 503C
Blacksburg, Virginia 24061
P: (540) 231-6295
kleiber@vt.edu

College of Agriculture and Life Sciences

Policy on Processing Travel Pre-Approvals

Effective: August 26, 2014
Reviewed: February 23, 2021

Purpose:

This administrative guideline describes the college's parameters for processing Travel Pre-Approvals.

Background:

The College of Agriculture and Life Sciences is granted the authority to execute policies and procedures deemed necessary to implement best practices as stewards of university funds. These policies and procedures may be more restricted or broader than those provided by the university. As it relates to processing Travel Pre-Approvals, the college's policy supersedes those outlined by the university.

Guidelines and Procedures

The College of Agriculture and Life Sciences requires every traveler seeking a travel reimbursement with CALS funding to have an approved Travel Pre-Approval in the university travel system (currently ChromeRiver), before the start date of the travel. Travel Approvers and the University Travel Team will return/reject all travel Expense Reports without a Pre-Approval attached.

Travelers regularly implementing fieldwork and only seeking travel reimbursements for day travel, including, but not limited to: mileage reimbursement, parking, tolls, etc., should consider establishing a Blanket Travel Authorization (BTA) to ensure compliance with this policy without hindering the submission and approval process. For overnight travel, a Blanket Travel Authorization cannot be used, and therefore must be processed as a separate Pre-Approval and Expense Report.

This policy applies to all CALS employees and individuals outside of the college and university seeking a travel reimbursement from CALS funds.