

James R. Johnsen, Ed.D.


President

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MEMORANDUM

To: Myron Dosch, Controller and Acting CFO
From: James Johnsen, President 
Re: Travel Approval Authority
Date: November 16, 2015

The Travel and Expense Management (TEM) system requires approvals twice: (a) for authorization to travel, and (b) for travel expense report/reimbursement. This communication is to provide clarity for the President's direct reports and certain types of travel.

(a) Authorization to travel

- All *international* travel by statewide employees must be approved by the traveler's supervisor and the Vice President of Finance & Administration/CFO
- All *in-state and out-of-state* travel for my direct reports does not require my approval.
- AVP Chris Christiansen may approve his own in-state travel for legislative regular and special sessions only.

(b) Travel expense report/reimbursement

- Travel expense reports/reimbursements for the President's direct reports are reviewed and approved by the Statewide Travel Auditor and do not require any other approvals. Note that travel expense reports/reimbursements are subject to periodic examination and audit.

cc: Dianne Milke, Daniel White, Michelle Rizk, Michael Hostina, Karl Kowalski, Carla Beam, Ardith Lynch, Brandi Berg, Vickie Gilligan, Shelby Carlson, Alison Hayden, Rita Murphy