

EEP PPPM Section 7.2.2		Document No.: ADM.PRO.03.01.02	
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## 1.0 PURPOSE AND SCOPE

- 1.1 Purpose. The purpose of this procedure is to secure all necessary authorization in order to ensure reimbursement for travel or training events.
- 1.2 Scope. This procedure applies to all training and travel events and *must* begin 6 weeks prior to event. This procedure does not apply to the Academic Assistance Program. Information on Academic Assistance is located in the [State Personnel Manual, Academic Assistance Program](#).
- 1.3 Participants. All EEP staff requesting reimbursement for travel expenses shall follow this procedure. Section Supervisors, Budget Officer, and Accounting Tech maintain majority of process authorities and responsibilities. Authority for approval may also involve the Director of EEP and NCDOT PDEA Branch Manager.

## 2.0 PROCEDURE STEPS

- 2.1 Staff requesting travel or training writes justification (purpose- relationship to EEP mission, job duties, etc.) document that includes signature lines for Manager, Supervisor, and Budget
- 2.2 Staff gives a hard copy of justification document to manager for approval. Approved? No, end Process. Yes, go to step 4.
- 2.3 Manager signs and gives to Section Supervisor for approval Approved? No, end Process. Yes, go to step 5.
- 2.4 Section Supervisor conducts authorization screening by asking:
- Is the travel out of State?
  - Is the registration fee more than \$150?
  - Does the hotel cost more than allowable (excess)? (Reference DENR Travel Policies and Regulations: [Office of the Controller](#))
  - Are more than 5 staff attending?
- If the answer is yes to even one of the above questions, go to step 5. If the answer is no to all of the questions, go to step 10.
- 2.5 Section Supervisor signs and notes on the form that DOT PDEA Branch Manager approval is necessary.
- 2.6 Section Supervisor gives justification documentation to EEP Budget Officer

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- 2.7 Budget Officer sends DOT PDEA Branch Manager an email requesting approval. If PDEA Branch Manager approves, go to step 10. If PDEA Branch Manager does not approve go to step 8.
- 2.8 Budget Officer alerts EEP Director who may then re-evaluate need for travel/training and re-submit with additional justification to PDEA Branch Manager for re-consideration (Step 7). If Director and PDEA Branch Manager do not approve, got to step 9
- 2.9 Budget Officer alerts Supervisor that approval was not granted. Process ends.
- 2.10 Budget Officer signs justification, notes DOT approval, and provides documentation to EEP Accounting Tech.
- 2.11 Accounting Tech completes Travel Authorization Form ([Travel Authorization Form](#)) and obtains EEP signature approval from Section Chief or Supervisor, Budget Officer, and Division Director. If all signatures are obtained go to step 12. If
- 2.12 Accounting Tech alerts Budget Officer, who proceeds to step 8.
- 2.13 Accounting Tech determines if DENR Budget Planning and Analysis and if Secretary's approval is necessary. If yes, go to step 14. If no, go to step 15.
- 2.14 Accounting Tech sends Travel Authorization and justification documents to DENR BPA. BPA forwards to the Secretaries Office for signature. If approval is obtained go to step 15. If not approved, go to step 12.
- 2.15 Accounting Tech files signed original documentation and gives a copy to the staff who requested the travel or training.
- 2.16 Staff attends completes travel or training event making sure to obtain all necessary receipts.
- 2.17 Staff fills out reimbursement form, attaches copy of Travel Authorization form, and gives to Supervisor for signature.
- 2.18 Supervisor signs and gives to Budget Officer
- 2.19 Budget Officer processes forms. Employee should receive reimbursement within 14 days.  
End Procedure.

### 3.0 RESPONSIBILITIES AND AUTHORITIES

Table 1 summarizes the responsibilities and authorities of key participants in this procedure.

**Table 1. Responsibilities and Authorities**

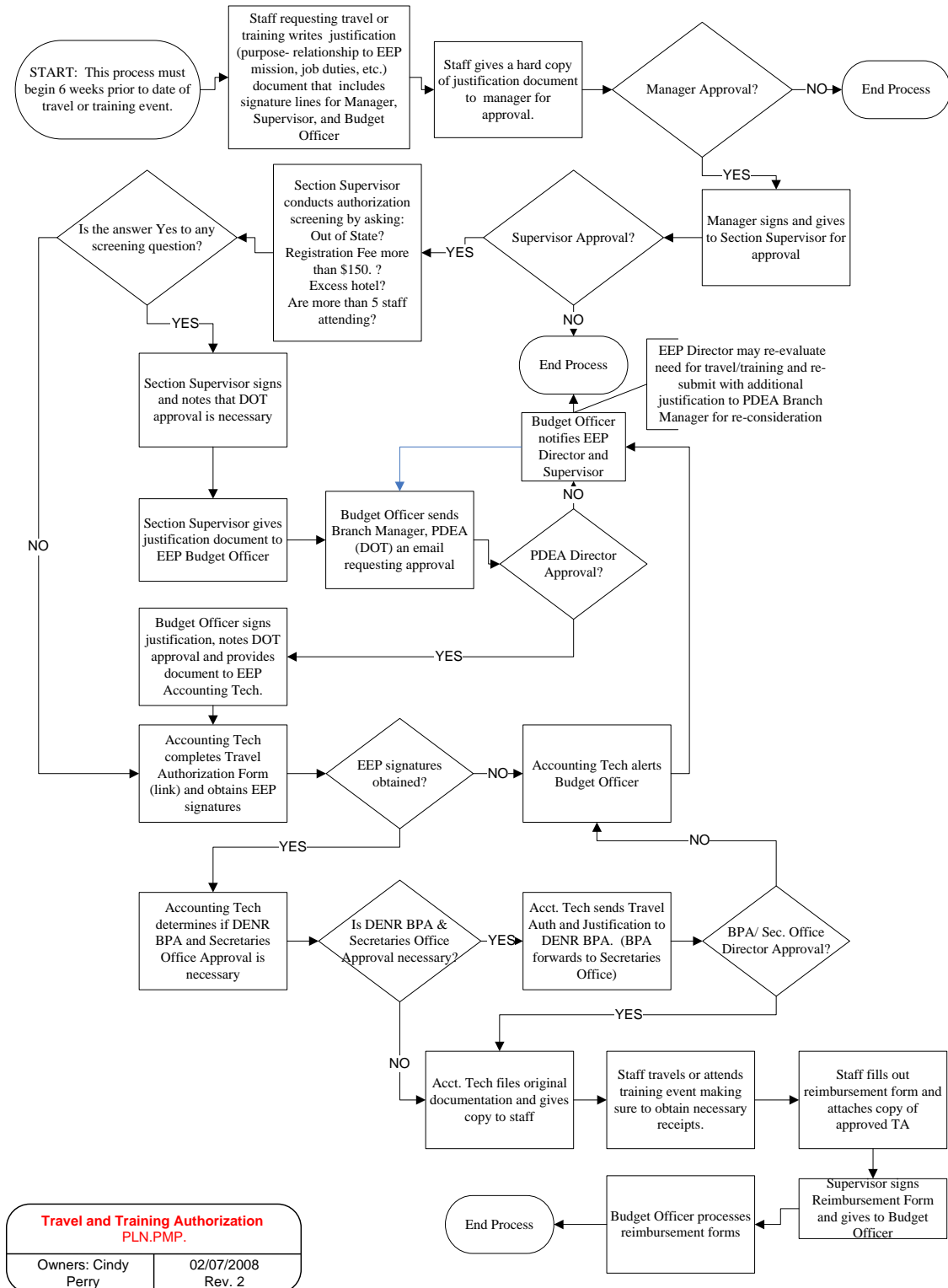
Step #	Procedure Step	Staff Requesting Training or Travel	Manger	Sect. Supervisor	Accounting Tech	EEP Budget Officer	Dir. EEP & NCDOT PDEA Branch Mgr	DENR BPA
1	Justification for travel or training	P						
2	Hard copy to manager for approval	P						
3	Manager signs and gives to Section Spvr for approval		P					
4	Authorization screening			P				
5	Sect. Sup. signs/notes DOT PDEA B Mgr. approval nec			P				
6	Sect. Sup. gives to EEP Budget Officer			P		RI		
7	B.O sends to DOT PDEA for approval					P		
8	B.O notifies EEP Dir. & Sup. for re-eval			RI		P		
9	B.O alerts Sup if approval not granted							
10	B.O signs justification,				RI	P		
11	Acct. Tech completes TA form			RA	P	RA	RA	
12	Acct. Tech alerts B.O				P	RA		
13	Acct. Tech determination of approval				P			
14	Acct. Tech sends TA and justification docs to DENR BPA				P	RI		
15	Acct. tech files/copies staff				P			A
16	Staff completes travel/training	P			P			
17	Staff submits nec. TA docs	P		RA				
18	Sup. signs, gives to B.O			P		RI		
19	B.O process					P		

**Legend:**

- P** = Primary responsibility
- A** = Assist
- RI** = Review to provide Input
- RA** = Review and Approve
- N** = Notify
- S** = Submit final output to this person

## 4.0 PROCEDURE FLOW DIAGRAM

### Travel and Training Authorization



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## 5.0 REFERENCES

State Personnel Manual

DENR [Office of the Controller](#), Travel Policies and Regulations

## 6.0 FORMS

[Travel Authorization Form](#)