



LOUISIANA STATE UNIVERSITY HEALTH SCIENCES CENTER – NEW ORLEANS APPROVAL AUTHORITY

Reference	Description	Designated Title/Position/Role	Delegated Title/Position/Role
Section III, Contract Travel Services			
A.	Person authorized to grant exception approval for non-use of the contracted travel agency	Executive Director Supply Chain Mgt	N/A
Section V, Method of Transportation			
A.3.	Person authorized to grant exception approval for non-use of the contracted travel agency	Executive Director Supply Chain Mgt	N/A
A.3.a.	Person authorized to grant exception approval for non-use of the contracted travel agency	Executive Director Supply Chain Mgt	N/A
A.3 b.	Person authorized to grant exception approval to allow the cost for changes or cancellations of traveler's airfare	Executive Director Supply Chain Mgt	N/A
C.2.i.	Person authorized to approve a lump sum allowance for transportation or reimbursement of transportation (mileage) when a traveler is required to regularly use his/her privately-owned vehicle for University business	Vice Chancellor of Administration and Finance	N/A
Section VI, Reimbursement of Lodging and Meals			
A.1.	Person authorized to approve travel greater than 30 days	Executive Director Supply Chain Mgt	N/A
E.	Person authorized to approve extended stay travel allowances justified by the circumstances affecting the travel	Executive Director Supply Chain Mgt	N/A
Section VIII, International Travel			
	Person authorized to approve travel to High Risk Regions	Chancellor	N/A
Section X, Special Meals			
B.3.	Person authorized to approve Special Meal Requests	Vice Chancellor of Administration and Finance	Executive Director Supply Chain Mgt