

LOUISIANA STATE UNIVERSITY HEALTH SCIENCES CENTER - NEW ORLEANS APPROVAL AUTHORITY

Section III - Contract Travel Services

Reference	Description	Designated Title/Position/Role	Delegated Title/Position/Role
A.	Person authorized to grant exception approval for non-use of the contracted travel agency	Executive Director Accounting Services	Director of Payable Services

Section V - Method of Transportation

Reference	Description	Designated Title/Position/Role	Delegated Title/Position/Role
A.3.	Person authorized to grant exception approval for non-use of the contracted travel agency	Executive Director Accounting Services	Director of Payable Services
A.3 b.	Person authorized to grant exception approval to allow the cost for changes or cancellations of traveler's airfare	Executive Director Accounting Services	Director of Payable Services
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

Reference	Description	Designated Title/Position/Role	Delegated Title/Position/Role
A.1.	Person authorized to approve travel greater than 30 days	Executive Director Accounting Services	N/A
E.	Person authorized to approve extended stay travel allowances justified by the circumstances affecting the travel	Executive Director Accounting Services	N/A

Section VIII - International Travel

Reference	Description	Designated Title/Position/Role	Delegated Title/Position/Role
	Person authorized to approve travel to High Risk Regions and to Foreign Adversary Countries	Chancellor	Vice Chancellor of Administration and Finance

LOUISIANA STATE UNIVERSITY HEALTH SCIENCES CENTER - SHREVEPORT APPROVAL AUTHORITY

Section III - Contract Travel Services

Reference	Description	Designated Title/Position/Role	Delegated Title/Position/Role
A.	Person authorized to grant exception approval for non-use of the contracted travel agency	Vice Chancellor of Administration	Chief Financial Officer

Section V - Method of Transportation

Reference	Description	Designated Title/Position/Role	Delegated Title/Position/Role
A.3.	Person authorized to grant exception approval for non-use of the contracted travel agency	Vice Chancellor of Administration	Chief Financial Officer
A.3 b.	Person authorized to grant exception approval to allow the cost for changes or cancellations of traveler's airfare	Vice Chancellor of Administration	Chief Financial Officer
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	Chief Financial Officer

Section VI - Reimbursement of Lodging and Meals

Reference	Description	Designated Title/Position/Role	Delegated Title/Position/Role
A.1.	Person authorized to approve travel greater than 30 days	Vice Chancellor of Administration	Chief Financial Officer
E.	Person authorized to approve extended stay travel allowances justified by the circumstances affecting the travel	Vice Chancellor of Administration	Chief Financial Officer

Section VIII - International Travel

Reference	Description	Designated Title/Position/Role	Delegated Title/Position/Role
	Person authorized to approve travel to High Risk Regions and to Foreign Adversary Countries	Chancellor	Vice Chancellor of Administration