

CSU, Chico Travel Approval Authorization

As of **July2020**

Division – President’s Office

Approving Authority – President, Gayle Hutchinson

The following individuals are designated to approve travel requests. Approvers are expected to attend a Concur travel training offered by Financial Services through CSU Learn.

Department	Travel Request Approval	Position/Title
President’s Office Ombuds Tribal Relations	Brooke Banks	Chief of Staff

The following procedure will be enforced when approving Travel Expense Reports:

- Chief Financial Officer (VP for Business and Finance) must approve President's travel.

Contact Accounts Payable through [TeamDynamix](#) service “Approval Workflow Questions” with any inquiries or update requests