USA Process Improvement Committee
OUTCOME DOCUMENTATION FORM

Improvement Number(s): 0044 & 0067

Process Improvement Request(s):

0044 - Change the name of the travel form. Require only VP/President approval if/they
traveler is a direct report or traveling internationally (includes student travel process and
forms also).

0067 - All travel regardless of amount requires VP approval; appears to be excessive signature
authority.

Process Improvement Committee Member Activities:

- Met with Mr. Steve Simmons, Senior VP, Finance and Administration (19 March 2015)
to talk about the approval and reimbursement process for professional travel.

Final Outcome:

The approval and reimbursement process for professional travel is diagramed in the attached
process map. The policy supporting the approval and reimbursement process is also
attached. Note that according to VP Simmons there may be room for process improvement,
especially in regards to the approval process, at the Division level. Concerned faculty and
staff should contact their VP to discuss the travel approval process.

Title of travel approval form (0044) – USA Request for Professional Leave or Travel - will not
be changed presently. This form is used for faculty and staff professional travel approval and
faculty leave requests, with or without travel. If faculty will miss class because of proposed
travel, the current form documents VP approval of the travel and the class coverage
arrangement. The form is appropriately titled but could be revised (at some point) to include
a “box” for “Travel” in response to the “This leave request is for;” question. The student
travel (voluntary) process is being addressed under Improvement request 0002.
**USA Professional Travel Approval and Reimbursement Process**

**Faculty/Staff**

**STEP 1 APPROVAL**

- Approval Process (pre-travel event)
- USA Finance and Administration Policy (17 April 14) defines travel approval requirements – terminal approval by VP of Division with limits established by VP of Division

- Request for APPROVAL to Travel
  - VP of Division terminal approval required

- Professional Travel Event

**STEP 2 REIMBURSEMENT**

- Reimbursement Process (post-travel event)
- USA Finance and Administration Policy (17 April 14) defines travel cost reimbursement approval requirements – terminal approval by Academic Dean/Administrative Dept. Head

- Request for REIMBURSEMENT of expenses associated with approved travel

- Academic Dean/Administrative Department Head approval documented

- Travel Office Review

- Reimbursement Request Processed

**USA REQUEST FOR PROFESSIONAL LEAVE OR TRAVEL (form)**

**International Travel Review (form)**

**Division-specific process: paperless, email request/approval – e.g. Finance and Administration**

**USA REQUEST FOR PROFESSIONAL LEAVE OR TRAVEL**

**TRAVEL REIMBURSEMENT FORM**

**International Travel Review** (signed form or documented approval)

**Reimbursement Request Processed**

Details all of the costs associated with the travel event. The documentation needed to support the presentation of costs (receipts, etc.) is detailed on the travel office website.

Details travel plans and initial estimates of cost of travel. Note: International travel requires Presidential approval and completion of the International Travel Review form prior to submission of request for approval for leave or travel.

* This step may be amenable for Process Improvement Consideration at Division Level
UNIVERSITY OF SOUTH ALABAMA  
Vice President for Financial Affairs  
AD 170  

MEMORANDUM  

TO: Vice Presidents, Deans, Directors and Chairs  
FROM: Stephen H. Simmons  
SUBJECT: Revisions to 2008 Budget Measures  
DATE: April 17, 2014  

The University continues to be faced with major budget issues. Our state appropriations have suffered a $262 million cumulative reduction since Fiscal Year 2008. The recently-signed state appropriation bill will increase the General University Budget for Fiscal Year 2015 by only $465,000. The various budget measures listed in the attached 2008 memorandum are revised as shown below, effective immediately:

- **Equipment and Personal Computers** – All purchases of equipment and personal computers must be pre-approved in writing by the appropriate academic Dean/administrative Department Head.

- **Travel** – All travel must be pre-approved by the appropriate Vice President and should fall within limits established by the Vice President. Travel reimbursement requests must be approved by the academic Dean/administrative Department Head.

- **Vacant Staff Positions** – The appropriate Vice President must approve all requests to fill vacant staff positions. The written request must include a justification for filling the position, indicate whether or not the position has been held vacant for six months and that the department will stay within budget limits. Each request will be presented to the Budget Control Committee for review and possible approval.

- **Reclassifications of Staff Positions** – Each request for reclassification of a staff position must include a justification, be approved by the appropriate Vice President and, if supported by Human Resources, approved by the Vice President for Financial Affairs. Additional funding will not be provided.

- **Employment of Temporary Staff and Administrative Personnel** – All requests to hire temporary employees through placement agencies or Personnel Action Forms will be limited by the requesting departments’ funding. Each request must be approved by the academic Dean/administrative Department Head and reviewed by Human Resources.

- **Overtime Pay** – The current overtime approval form will be discontinued. Vice Presidents will be provided monthly reports detailing current and historical overtime by FOAPALs and individuals.

SHS/cbm  
 Attachment
TO: Vice Presidents, Deans, Directors and Chairs
FROM: M. Wayne Davis
SUBJECT: Proration
DATE: December 19, 2008

The Governor of the State of Alabama has declared 9% proration of the funds appropriated from the Education Trust Fund for the current fiscal year. This is a reduction of $11 million for the University of South Alabama.

In order to deal with this reduction of state funding, the following measures are being implemented immediately:

- **Equipment and Personal Computers.** All purchases of equipment and personal computers should be eliminated or postponed.

- **Travel.** All travel not previously approved and committed will be severely restricted.

- **Vacant Staff Positions.** All vacant staff positions will be required to remain unfilled for a period of one year.

- **Reclassification of Staff Positions.** Reclassification of staff positions will be frozen for a period of one year.

- **Employment of Temporary Personnel.** Employment of temporary personnel, either through temporary-placement agencies or by personnel action forms, will be halted for the balance of the current fiscal year.

- **Overtime Pay.** Overtime pay is prohibited except in those cases where it cannot be avoided.

- **Grants and Contracts.** In recognition of the fact that work on externally-sponsored projects must be completed, expenditures from grants and contracts in compliance with agency-approved budgets will not be affected by these measures.

Any exceptions to these measures must be recommended by the appropriate Vice President for review and consideration.

These measures are expected to remain in place into the next fiscal year and may continue based on the economic condition of the State of Alabama and state appropriation funding for 2009-2010. In addition, other cost-saving measures may be considered to address this major funding reduction.

MWD/cbm