To: College of Agriculture Department Heads  
From: Jay T. Akrige, Glenn W. Sample Dean of Agriculture  
Date: July 14, 2009  
Re: Limited delegation of approval to purchase pre-travel expenses  

Summary:

- Airfare and registration can be purchased in advance of approval by the College of Agriculture for foreign travel to countries delegated by International Programs in Agriculture (IPIA) after traveler, comptroller designee and department head review and sign the form 17, provided that travel does not require approval by SPS.
- Form 17’s for international travel still requires approval of the Dean or his designee. When travelling to countries on the delegated list, forms will be routed through the College of Agriculture after pre-travel expenses may have been purchased. When travelling to countries NOT on the delegated list, form 17’s will route to the College of Agriculture and any appropriate offices beyond agriculture PRIOR to purchase of pre-travel expenses.
- The list of countries which have delegated approval for pre-travel expenses is dynamic and can be referenced at [http://www.ag.purdue.edu/ipia/Pages/travelauthority.aspx](http://www.ag.purdue.edu/ipia/Pages/travelauthority.aspx)

During this difficult financial time for the nation, state and university, it is important that we carefully review the way we are doing things to ensure that we are providing useful services in an efficient fashion. In light of this mindset, the Dean’s office was asked to review foreign travel’s approval process to see if departments could be delegated more authority for pre-travel expenses prior to obtaining college approval. The hope is that with a more nimble response departments might be able to capitalize on short-term specials or utilize more effectively a 24-hour reservation period to make the most of university and traveler resources.

It is important to note that the review of foreign travel at the college level is not simply a bureaucratic step. Security is the primary concern that is addressed at the college level review by the International Programs in Agriculture (IPIA) staff. IPIA staff are well versed in international travel risks, crises and the internal processes related to risk management, especially the approval process for travel to countries on the US State Department Warnings list, countries with US Treasury Department sanctions, and those with export controls. These reviews are critical steps in the approval process and in a college such as Agriculture, we find ourselves dealing with these issues on a regular basis.

An additional benefit of the college level review is that it allows tracking of Ag faculty and staff’s international activity; whether responding to an alert about a travel warning, developing proposals related to a geographic region, evaluating trends in international travel or matching up experienced
mentors in a region with a new traveler, this approval process provides important and relevant data which helps the college support its mission.

With the understanding that the review process is generally valuable, we also need to examine the instances where review by IPIA prior to purchase of pre-travel expenses may be adding less value. In instances of travel to countries which typically pose less risk, one could argue that the extra time it takes for approval increases the cost of travel, without substantially minimizing risk. In response to this concern, the College of Agriculture, under the direction of IPIA, will be creating and maintaining a list of countries with delegated approvals for foreign travel. Travel to these countries will require only the signature of the department head, comptroller (business office), and traveler prior to the purchase of pre-travel expenses on university funds.

This delegation of approval to purchase pre-travel expenses in advance of review by IPIA does not affect the routing of the form 17. The original form 17 should still be routed for approval to the IPIA office to facilitate the tracking of international travel and the benefits we experience as a college. Failure to continue the routing process will result in revocation of the department head authority for purchase of pre-travel expenses prior to IPIA/College approval for that organizational unit. Foreign travel to any country or location which is not specified on the delegated approval list will continue to be routed and approved in the same fashion as it currently is, requiring full approval by all relevant offices prior to the purchase of pre-travel expenses. Additionally, it is mandatory that reviews on Sponsored Program funds follow guidelines consistent with the approval process. NSF, NII and Voluntary Support are delegated to business managers, but travel on other sponsored funds (e.g. USDA, EPA, Industrials) will require approval from SPS prior to purchase of pre-travel expense regardless of its presence on the delegated approval list.

It is anticipated that travel to these countries accounts for a significant portion of foreign travel in the college and we hope that departments, faculty and staff see benefits in this revised approval process. The delegation to department heads is effective immediately, attached is the delegated approval list. This list can change in a moment’s notice and the most current copy can always be found at http://www.ag.purdue.edu/ipia/Pages/travelauthority.aspx.

These delegations are in accordance with Executive Memorandum C-10, Delegation of Administrative Authority and Responsibility to Officers Reporting to the President of the University. Questions regarding this delegation should be addressed with your Business Officer or the University Travel Office.

Executive Memorandum C-10: http://www.purdue.edu/policies/pages/governance/c_10.html

cc: Provost
    Ag Business Managers
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College of Agriculture

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