**TRAVEL & EXPENSE REIMBURSEMENTS SYSTEM**

Departmental Administrator Authorization Request Form

**Authorized T&E Department Administrator**

**Role:** As the primary department resource for travel and expense policy/procedure guidance, the administrator sets up and maintains information in the Travel & Expense Reimbursements system for their department(s):

Responsibilities include the assignment of:
- Dean, director or department head to next level supervisor (*required*)
- At least one financial funding approver for Dept ID (*required*)
- Preparers (data entry) for select employees (*optional, at unit’s discretion*)
- Employees to supervisor for any other employees that require supervisor approval to travel or receive reimbursements (*optional*).

The administrator will also be responsible for ongoing maintenance due to employee, preparer, supervisor, delegate or default project account changes.

**Process:** Each department must designate at least one person in the role of T&E Department Administrator.

**T&E Department Administrator(s):**

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- Remove T&E Administrator role. Effective Date: __________

**Signature (Dean, Director or Department Head)**

___________________________

Date

**Printed Name (Dean, Director or Department Head)**

___________________________

**College Unit or Department Name**

**RETURN FORM**
- As e-mail attachment to travel.ask@business.gatech.edu OR Fax to 404-894-8195

T&E Admin Role Request

Updated 03/2015