

Approval Limit Schedule

FORM	REQUESTOR/ TRAVELER	BUDGET MANAGER/ DEPT. CHAIR	AREA VP >\$1,000	VP FOR B&F > \$5,000	PRESIDENT > \$10,000
TRF	X	X	X	X	X
Travel Expense	X	X			
Travel Disburse.	X				
MOA	X	X	X	X	X
PCo5	X	X	X	X	X
PCo5CE	X	X	X		
PCo5NH	X	X	X	X	X
Remittance Voucher	X	X	X	X	X
Requisition	X	X	X	X	X
Interdept. Invoice	X	X	X	X	X

In the event that the requestor/traveler is also the budget manager/department chair/supervisor, then the next level supervisor must countersign the form except for the Travel Disbursement Voucher and the Remittance Voucher for MOAs.