Can I spend the money? (Senior Manager & Financial Delegation)

*Given by:*

Senior Management/Head of Section or equivalent

*Purpose of this approval:*

This is the 'high level approval' for the trip from a senior staff member.

This is also financial delegation approval (assuming some or all of the expenses will be incurred against a Cash Passport or Corporate Card). Financial Delegation authorises the release of University funds for approved expenses.

*What does the approver need to know to perform the approval?*

- Who is the traveller?
- When are they planning to go?
- What's the purpose of the trip?
- Where are they planning to go?
- What is the expected cost of the trip?
- Where is the money coming from?