

Departmental Documentation
Authorization to act as an Approver Delegate
(Concur Request & Expense)

Delegate Name:

may approve on behalf of

Approver Name:

DDDHC or PI
Signature:

Date:

Per FSU Travel Policy 4-OP-D-2-D: Approver Delegates can approve travel requests and expense reports on behalf of an approver. Supervisors or Budget Approvers may appoint delegates. Budget Approver Delegates must be authorized signers or be designated and authorized in writing by the DDDHC or PI.

