

**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.