

School of Nursing Policy FSP-06

## Pre-approval for Travel and Purchase

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### **Effective Date**

Spring 2014

### **Last Revision Date**

4/1/2022

### **Responsible Party**

School of Nursing Divisional Dean, Associate Divisional Dean/Chief Nurse Administrator, Program Directors, faculty, and staff.

### **Scope and Audience**

School of Nursing faculty and staff.

### **Additional Authority**

BSU: Travel (Policy 6180)

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## **1. Policy Purpose**

Define the Pre-approval for Travel and Purchases policy which allows faculty and staff to request allocated funds.

## 2. Policy Statement

Overall funding will be determined by the Divisional Dean, the Chief Nurse Administrator and the Administrative Leadership Team on an annual basis based on the SON's fiscal state and business needs.

Faculty and staff are to complete and submit the School's Travel Request documents and receive approval through the Divisional Dean and their appropriate Program Director in advance of travel. Individual funding will be determined by the Divisional Dean or Program Director on an individual basis and are dependent on the SON's fiscal state and business needs.

Items purchased with SON funds for personal/professional purposes are Boise State University's property and must be returned when the employee separates service from the University unless approved by the Divisional Dean.

## 3. Forms

[SON Request Travel Authorization Form](#)

## 4. Related Information

BSU: [Travel \(Policy 6180\)](#)

CHS: None

SON: None

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## Last Review Date

4/1/2022

## Revision History

Spring 2014, July 2020, 4/1/2022