


RADFORD UNIVERSITY

Office of the Provost

TO: Dr. Brian O. Hemphill, President

FROM: Dr. Lyn Lepre, Provost 

DATE: September 9, 2020

SUBJECT: Division of Academic Affairs Travel Delegate Designee

As communicated in the Authorized Travel Designees memo dated August 7, 2020, Travel Designees may further delegate approval authority in a memorandum to the President. Travel designee delegates are authorized to approve travel related exceptions to allow for lodging, food and beverage cost up to 50 percent over the per diem guidelines as well as alternative lodging. Exceptions must be approved in accordance with the University Travel and Food and Beverage Policies.

Based upon this memo, I hereby delegate approval authority to approve lodging, food and beverage up to 50 percent over the per diem guidelines when circumstances warrant (Travel Delegate Designee) to the following.

- Dean, Artis College of Science and Technology
- Dean, College of Humanities and Behavioral Sciences
- Dean, College of Education and Human Development
- Dean, College of Visual and Performing Arts
- Dean, College of Graduate Studies and Research
- Dean, Davis College of Business and Economics
- Dean, School of Nursing
- Dean, Waldron College of Health and Human Services
- Dean of McConnell Library
- Associate Provost of Academic Programs

As a reminder all international travel must be approved in advance by the President. Travel involving more than three Radford University employees to a single destination and alternative lodging must be approved in advance by a Travel Designee. Employees in an “acting” or “interim” role are granted the same authority as titles listed above.

When approving travel, designees certify the following:

- Travel is reasonable, necessary, and for official University business, and
- Travel expenses are reasonable and comply with State and University policy.

cc: Stephanie Jennelle, Associate Vice President for Finance and University Controller
J. Orion Rogers, Dean, Artis College of Science and Technology
Matthew Smith, Dean, College of Humanities and Behavioral Sciences
Tamara Wallace, Dean, College of Education and Human Development
Margaret Devaney, Dean, College of Visual and Performing Arts
Ben Caldwell, Dean, College of Graduate Studies and Research
Joy Bhadury, Dean, Davis College of Business and Economics
Johnnie Sue Wijewardane, Dean, School of Nursing
Ken Cox, Dean, Waldron College of Health and Human Services
Steve Helm, Dean of McConnell Library
Jeanne Mekolichick, Associate Provost of Academic Programs