



MEMORANDUM

TO: Myron Dosch, Statewide Controller & Travel Administrator
Dale Anderson, UAF Travel Manager

FROM: Steve Smith

DATE: December 8, 2006

SUBJECT: Delegated Authority for Travel for Office of Information Technology (OIT)

The following individuals are delegated authority to approve in-state trips for travelers in their respective OIT departments:

Tim Larrabee	Julie Larweth	Fred Smits
Rory O'Neill	Richard Machida	

All in-state trips for the above named individuals require my approval. In the event that I am unavailable, Lacy Mitchell, in addition to whoever is declared in charge during my absence, is delegated authority to approve in-state travel requests.

Out of state travel for all OIT employees requires my approval prior to the commitment of university funds. This authority may only be delegated to Lacy Mitchell in the event that I am absent.

Additionally, Lacy Mitchell is authorized to process and approve my travel in the event that I am unavailable for signature.

Please contact Lacy Mitchell in my office if there are any questions regarding this delegation.

Cc: Tim Larrabee, Richard Machida, Rory O'Neill, Fred Smits, Julie Larweth
Quanna Hager, LeAnn Holzmueller, Jamie Kriska