

---

**Department Name**List below the names of department staff authorized as **LIAISONS** (if your department has more than four liaisons, please complete an additional page.):

Name	NetID	Email	UIN	Phone

List below the names of department staff authorized as **APPROVERS** (if your department has more than four approvers, please complete an additional page.):

Name	NetID	Email	UIN	Phone	Approval Amount (up to \$999,999)	DCS / Payment Card Purchaser	Purchase Request	Tuition Payment

**\*\* Please return this form to AABS\*\*:**  
**ats@tamu.edu**

---

**Department Head Signature**

---

**Date: Month/Day/Year**

**Academic Affairs departments are required to route a travel request for all domestic travel in addition to foreign travel as required by SAP 21.01.03.M0.02 Foreign Travel.**

*Travel Requests are routed through Concur. There are minimal options for automated routing.*

*Please check the type of routing that best meets your needs:*

All department requests will be routed to the department head or designee \_\_\_\_\_  
only. (No other department routing.) (Type in Name)

Requests shall be routed to the employee's primary supervisor listed in Workday only.  
(No other department routing.)

Requests will be routed to immediate & subsequent supervisors through the chain of command ending with department head.