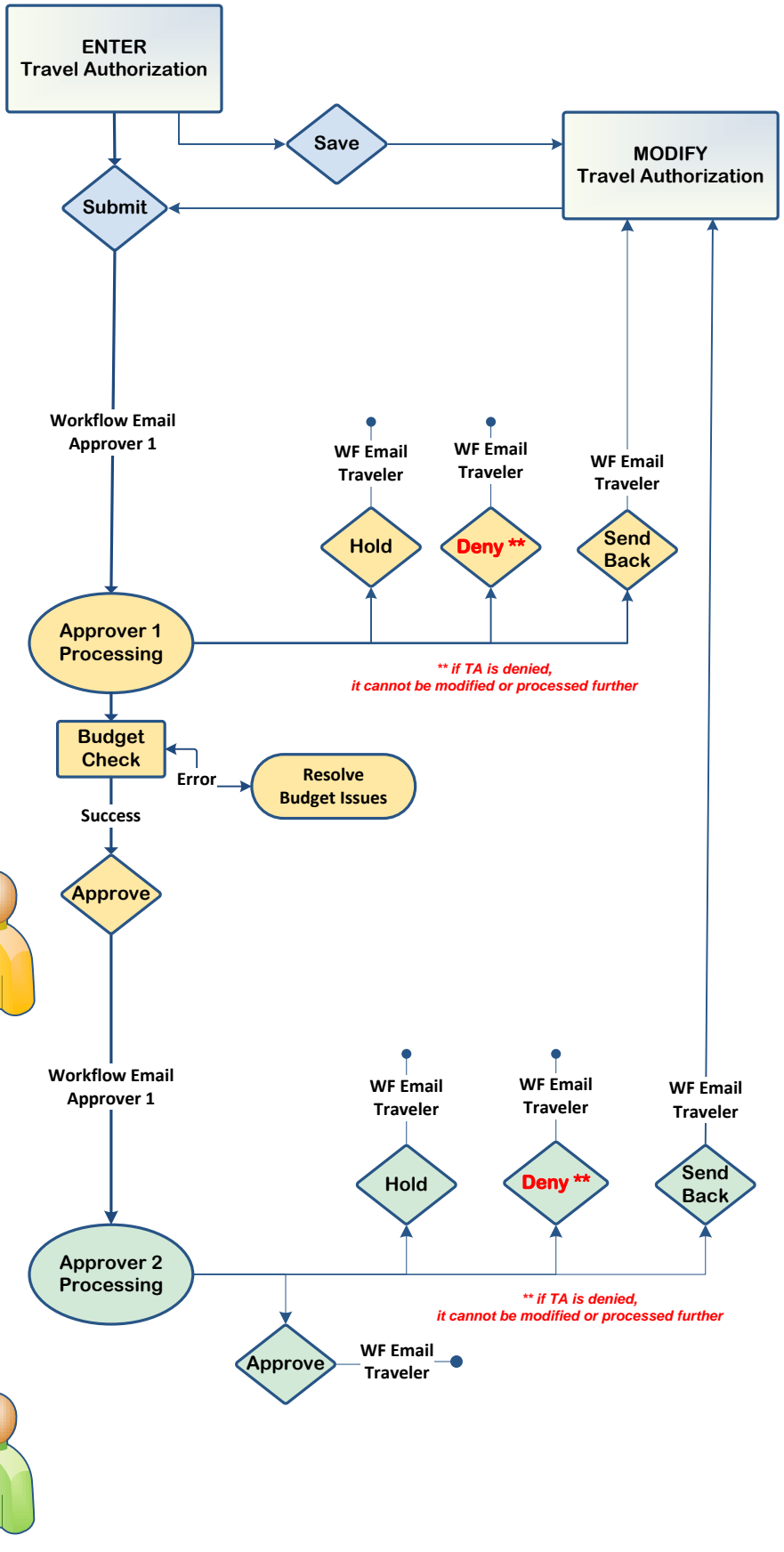


Preparer can be employee or delegated entry authority

- Enters travel authorization (TA) request
- Updates accounting data
- Saves for submission later
OR
- Submits to Approver 1 for review

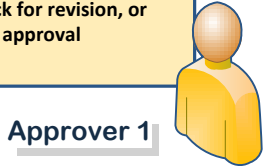
TA should be prepared and approved 10-15 working days PRIOR to travel.

TA cannot be entered for a past date.



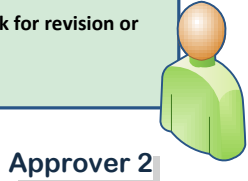
Approver 1 is the Department Chair, Unit Director or their designated budget authority

- Reviews for business purpose, dates of travel...
- Ensures request is compliant with any internal department or grant travel restrictions
- Reviews accounting data
- Budget-checks and resolves budget issues
- Puts on hold, denies, sends back for revision, or submits to Approver 2 for final approval



Approver 2 is the Dean, Vice President or their designated appointee

- Ensures request is compliant
- Reviews accounting data
- Puts on hold, denies, sends back for revision or approves



Travel Authorization