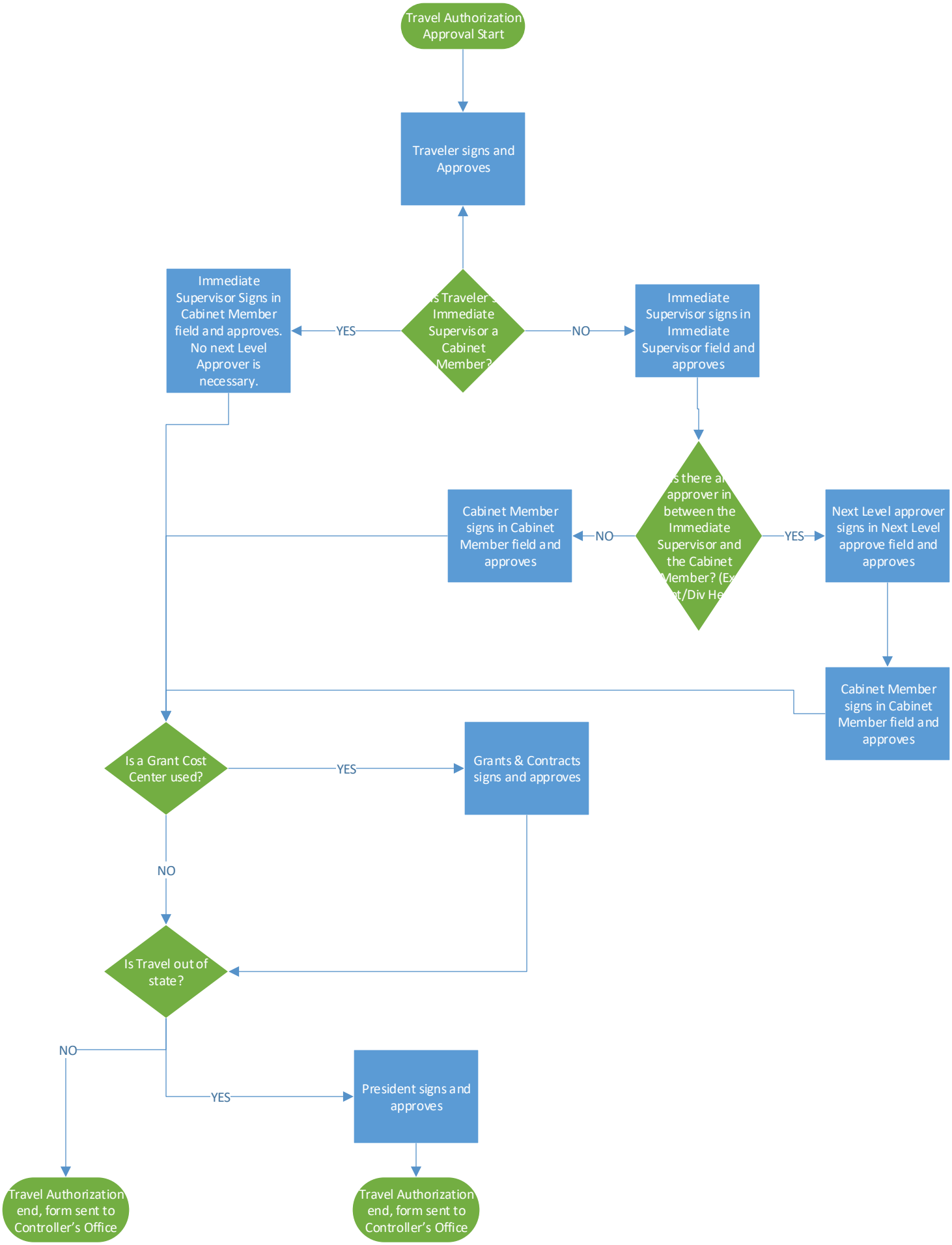
Travel Authorization Approval Start
Traveler signs and Approves
Is Traveler's Immediate Supervisor a Cabinet Member?
YES
Immediate Supervisor Signs in Cabinet Member field and approves. No next Level Approver is necessary.
NO
Immediate Supervisor signs in Immediate Supervisor field and approves
Is there an approver in between the Immediate Supervisor and the Cabinet Member? (Ex: Dept/Div Head)
NO
Cabinet Member signs in Cabinet Member field and approves
YES
Next Level approver signs in Next Level approve field and approves
Cabinet Member signs in Cabinet Member field and approves
Is a Grant Cost Center used?
YES
Grants & Contracts signs and approves
NO
Is Travel out of state?
NO
Travel Authorization end, form sent to Controller's Office
YES
President signs and approves
Travel Authorization end, form sent to Controller's Office