Travel Authorization Approval Start

Traveler signs and Approves

Is Traveler's Immediate Supervisor a Cabinet Member?

Immediate Supervisor Signs in Cabinet Member field and approves. No next Level Approver is necessary.

Is there an approver in between the Immediate Supervisor and the Cabinet Member? (Ex: DE/Div Head)

Cabinet Member signs in Cabinet Member field and approves

Next Level approver signs in Next Level approve field and approves

Is a Grant Cost Center used?

Grants & Contracts signs and approves

President signs and approves

Is Travel out of state?

Travel Authorization end, form sent to Controller's Office

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