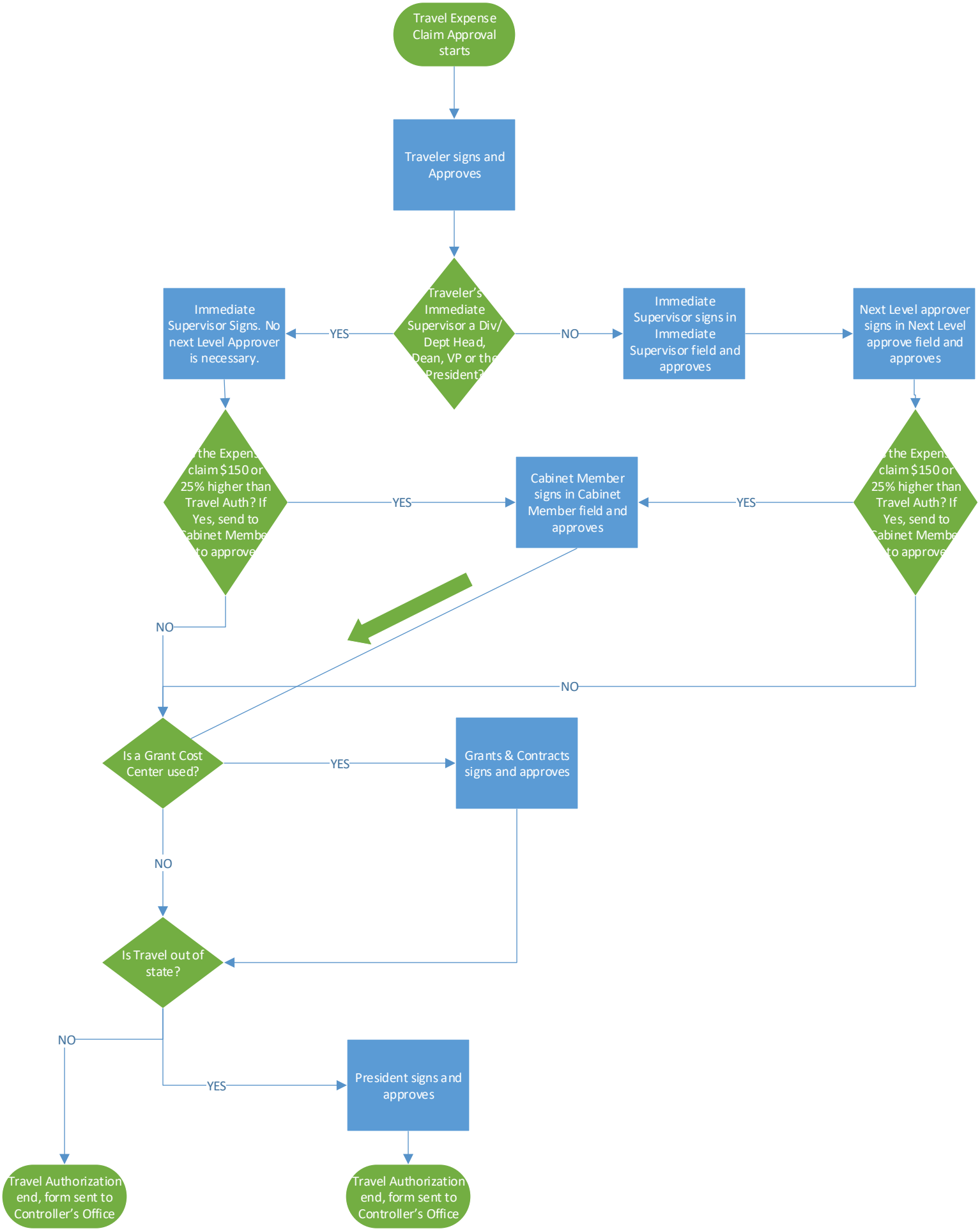
Travel Expense Claim Approval starts
Traveler signs and Approves
Traveler's Immediate Supervisor a Div/ Dept Head, Dean, VP or the President?
YES
NO
Immediate Supervisor Signs. No next Level Approver is necessary.
Immediate Supervisor signs in Immediate Supervisor field and approves
Next Level approver signs in Next Level approve field and approves
the Expense claim $150 or 25% higher than Travel Auth? If Yes, send to Cabinet Member to approve
YES
Cabinet Member signs in Cabinet Member field and approves
YES
the Expense claim $150 or 25% higher than Travel Auth? If Yes, send to Cabinet Member to approve
NO
NO
Is a Grant Cost Center used?
YES
Grants & Contracts signs and approves
NO
Is Travel out of state?
NO
YES
President signs and approves
Travel Authorization end, form sent to Controller's Office
Travel Authorization end, form sent to Controller's Office