Travel Expense Claim Approval starts

Traveler signs and Approves

Immediate Supervisor Signs. No next Level Approver is necessary.

Traveler’s Immediate Supervisor or a Div/ Dept Head, Dean, VP or the President?

Immediate Supervisor signs in Immediate Supervisor field and approves

Next Level approver signs in Next Level approve field and approves

Is the Expense claim $150 or 25% higher than Travel Auth? If Yes, send to Cabinet Member to approve

Cabinet Member signs in Cabinet Member field and approves

Yes

NO

Is a Grant Cost Center used?

Grants & Contracts signs and approves

President signs and approves

NO

Is Travel out of state?

Travel Authorization end, form sent to Controller’s Office

YES

Travel Authorization end, form sent to Controller’s Office