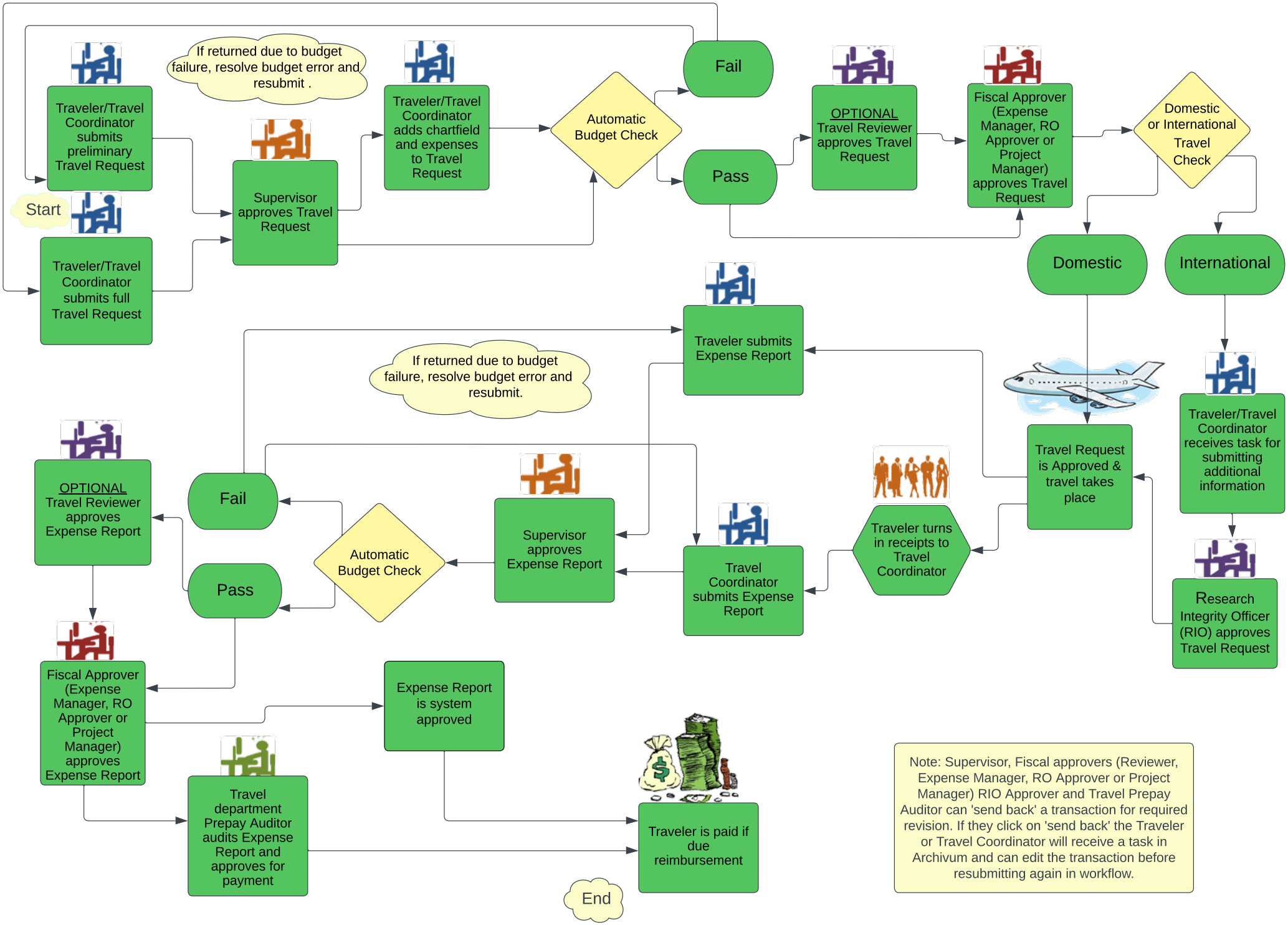
Start
Traveler/Travel Coordinator submits preliminary Travel Request
Traveler/Travel Coordinator submits full Travel Request
If returned due to budget failure, resolve budget error and resubmit .
Supervisor approves Travel Request
Traveler/Travel Coordinator adds chartfield and expenses to Travel Request
Automatic Budget Check
Fail
Pass
OPTIONAL Travel Reviewer approves Travel Request
Fiscal Approver (Expense Manager, RO Approver or Project Manager) approves Travel Request
Domestic or International Travel Check
Domestic
International
Traveler/Travel Coordinator receives task for submitting additional information
Research Integrity Officer (RIO) approves Travel Request
Travel Request is Approved & travel takes place
Traveler turns in receipts to Travel Coordinator
Travel Coordinator submits Expense Report
Supervisor approves Expense Report
Automatic Budget Check
Fail
Pass
Traveler submits Expense Report
If returned due to budget failure, resolve budget error and resubmit.
OPTIONAL Travel Reviewer approves Expense Report
Fiscal Approver (Expense Manager, RO Approver or Project Manager) approves Expense Report
Travel department Prepay Auditor audits Expense Report and approves for payment
Expense Report is system approved
Traveler is paid if due reimbursement
End
Note: Supervisor, Fiscal approvers (Reviewer, Expense Manager, RO Approver or Project Manager) RIO Approver and Travel Prepay Auditor can 'send back' a transaction for required revision. If they click on 'send back' the Traveler or Travel Coordinator will receive a task in Archivum and can edit the transaction before resubmitting again in workflow.