

## Staff & Faculty Travel Funding - Flow AP 6390

Travel Opportunity	Travel Approval	Funding Approval	Funding Advance	Travel Close-Out
*Obtain Travel Request/ Authorization Form  *Work with Traveler's Department to Complete and Submit Form & Travel Budget  *Department Routes Form for Signatures	*In State Signatures From: Traveler -> Direct Supervisor -> Next In Line Dean or VP  *Out-of-State Signatures From: Traveler -> Direct Supervisor -> Next In Line Dean or VP President/Superintendent  *Out of 48 States needs BOT	Managing Department:  Obtains Travel Authorization Submits Travel Requisition Uploads Support Documents to Requisition Uploads signed Travel Authorization to Requisition	*Hotel, Registration Fees, etc. Payable directly to vendor will be at 100%. Reference Travel PO#. *Traveler: Travel Budget Advance, 85% if over \$50.00 for meals & mileage. *PCard currently allowable for Flights, Hotel & Registration	*Traveler closes out Budget Form w/Dept. ALL receipts required. *Includes close out of advances & PCard payments. *PCard Receipts Required. *Dept. submits packet to Business Office with "Okay to Pay" & Budget Center signature.
Travel Approval Form	Travel Approval Form	Requisition for PO	Minimum 10 Business Days Before	Within 15 Calendar Days After Return
Traveler & Department	Supervisor, Department & Dean, Vice President, President, BOT	Department, BC Manager, Grant Manager & Business Office	Traveler, Department, Business Office	Traveler, Department, Business Office
Business Office Budget Form/Creation Assistance: John Martinez	Business Office: N/A	Business Office PO Assistance: John Martinez	Business Office Advance Requests: Patty Gonzalez	Business Office Close Out & Final Reimbursement: Patty Gonzalez.