

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	Managing Department: Obtains Travel Authorization Submits Travel Requisition Uploads support to OneDrive Uploads Travel Approval to OneDrive	*Hotel, Registration Fees, etc. Payable directly to vendor will be at 100%. Reference Travel PO#. *Traveler: Budget Form Advance, 85% for Traveler cost if over \$50.00. ie. Food & Mileage. Also items Traveler has already paid for (Flight, Hotel, Registration)	*Traveler closes out Budget Form w/Dept. ALL receipts required. Meal receipts required, if Pcard used. *Includes advances. *Dept. submits packet to Business Office with "Okay to Pay" and Budget Center signature.
Travel Approval Form	Travel Approval Form	Requisition for PO	10 Business Days Before	15 Days After Return
Traveler & Department	Department & Dean, Vice President, President	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: John Martinez