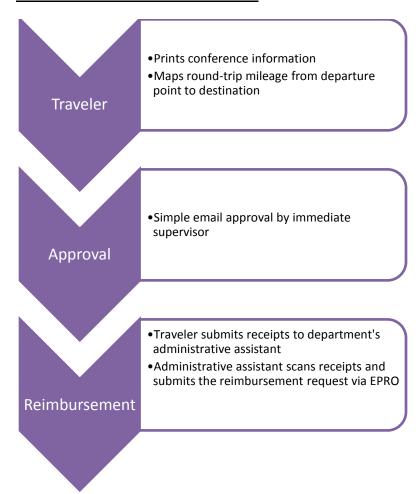
Faculty/Staff Request for Travel Process

DAY TRAVEL: Initiate 1 week in advance



OVERNIGHT TRAVEL:

Prints conference information
Researches hotel options

- •Researches round-trip flight or completes Procurement Services' flight request form
- •Researches round-trip car service to/from airport(s)
- •Completes and submits travel request form (and relevant documentation) for approval

Approval

Traveler

Use of Procurement Services

- *if desired
- Procurement Services secures hotel with P-Card and removes traveler's personal credit card from reservation*
- Procurement Services secures flight with P-Card*
- Procurement Services sends email confirmation and travel itinerary to traveler*

<u>Reimburs</u>ement

- •Traveler submits receipts and a copy of the original travel request to department's administrative assistant
- Administrative assistant scans receipts and submits the Travel Reimbursement form with a copy of the travel request through EPRO

Revised: 12.6.12