TRAVEL REQUEST

Requestor:
Fill out form, including all known information.

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RC Director:
Review information; approval ensures all information is correct.

If 3hrs past regular work day or 50+ miles away

Administrator:
Review information; approval ensures all information is correct.

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Fiscal Specialist:
Book approved travel itinerary and appropriate reservations; update requestor of status.

Administrator:
Review information; approval ensures all information is correct.

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Deans Office:
Review information; approval ensures all information is correct.

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Administrator:
Review information; files completed request.

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Fiscal Specialist:
Book approved travel itinerary and appropriate reservations; update requestor of status.