Flow Chart of eTravel Process

Traveler: Obtains pre-approval via email.
→
Traveler / Preparer: Initiates and submits eTravel Request and uploads all supporting documents and prints eTravel Request (hard copy) to the Business Office.
→
Business Office: Reviews eTravel Request and approves.
→
Traveler's Supervisor: Reviews and approves.
→
Chancellor or VC: Reviews and approves. (For Out of State)
→
PI: Reviews and approves. (If applicable)
→
Account Supervisor: Reviews and approves.
→
Disbursing: Processes eTravel Request with advance.

Finalized: No disbursement necessary.

Traveler returns from trip.
→
Traveler / Preparer: Initiates and submits the eTravel Completion and uploads all receipts and sends the originals with the eTravel Completion (hard copy) to the Business Office.
→
Business Office: Reviews Completion and approves.
→
Traveler's Supervisor: Reviews and approves.
→
Account Supervisor: Reviews and approves.
→
Business Office: Reviews Completion and approves.
→
Disbursing: Processes eTravel Completion reimbursement.

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