



Traveler

Traveler submits Travel Pre-Auth to Budget Owner / Supervisor AT MINIMUM 4 weeks if traveler is paying

THE TA MUST BE APPROVED BEFORE THE TRAVEL HAPPENS

Traveler attends conference/ workshop/etc.

Traveler submits expense report in people soft in order to be reimbursed and must include supporting travel documents (they can also make appt in Business Services for assistance)

Expense Report is linked to TA.

Budget Owner/Supervisor

Travel Pre-Auth is completed with Budget Numbers, back up documents, and signed by budget owner and supervisor

Business Services / PeopleSoft

Traveler enters TA In PeopleSoft on their own if they are comfortable in the system, or make an appt for assistance. The Pre-Auth and supporting travel docs must be attached to TA. Employee will select "Employee Paid" as payment type

Employee Paid Travel: TA is approved via PS workflow, and employee is notified via email of approval

THE TA MUST BE APPROVED BEFORE THE TRAVEL HAPPENS

Expense Report goes through approval workflow

District

Once the Expense Report is approved (approved, not just entered), the District mails a check to home address on file about 2 weeks after approval date.