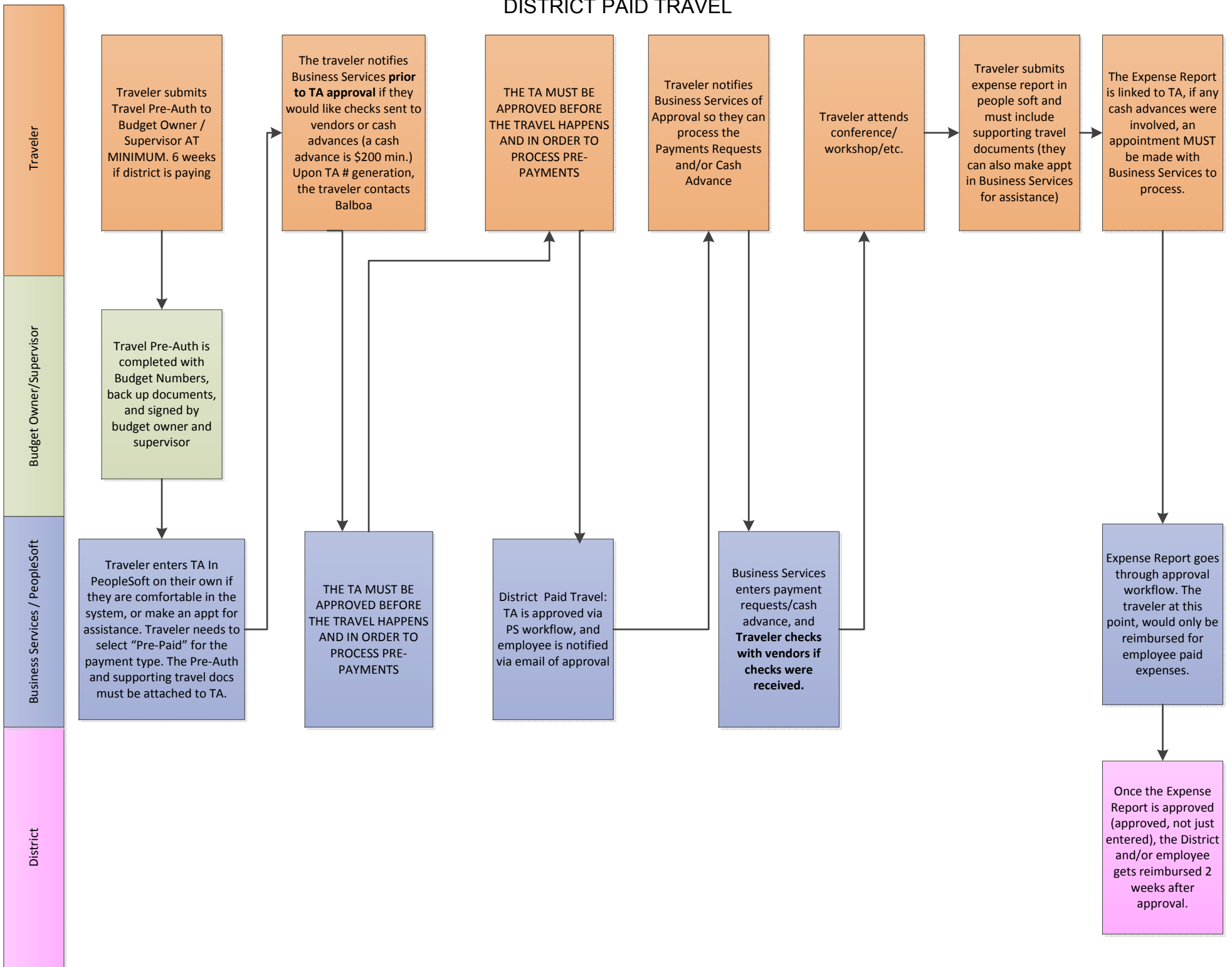


DISTRICT PAID TRAVEL



Traveler

Budget Owner/Supervisor

Business Services / PeopleSoft

District

Traveler submits Travel Pre-Auth to Budget Owner / Supervisor AT MINIMUM. 6 weeks if district is paying

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

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

The traveler notifies Business Services **prior to TA approval** if they would like checks sent to vendors or cash advances (a cash advance is \$200 min.) Upon TA # generation, the traveler contacts Balboa

THE TA MUST BE APPROVED BEFORE THE TRAVEL HAPPENS AND IN ORDER TO PROCESS PRE-PAYMENTS

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

Traveler notifies Business Services of Approval so they can process the Payments Requests and/or Cash Advance

Business Services enters payment requests/cash advance, and **Traveler checks with vendors if checks were received.**

Traveler attends conference/ workshop/etc.

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

The Expense Report is linked to TA, if any cash advances were involved, an appointment **MUST** be made with Business Services to process.

Expense Report goes through approval workflow. The traveler at this point, would only be reimbursed for employee paid expenses.

Once the Expense Report is approved (approved, not just entered), the District and/or employee gets reimbursed 2 weeks after approval.