Travel Reimbursement (TR) – Employee Travel

- Employee Traveler or Travel Arranger prepare a New Reimbursement
- IF NO TA WAS CREATED: Ad hoc DHA or email approval*
- Traveler certifies/approves travel**
- Account Fiscal Officer
- BFS Travel Manager

DHA = Department Higher Authority

*The DHA will only need to approve the TR if no Travel Authorization (TA) was created. Since in-state travel does not require a TA, then you will need to ad hoc or attach an approval email from the DHA to the TR.
**If the travel arranger preparers the TR, it will route to the traveler to certify travel.
***The Travel Arranger will certify the travel for the non-employee.

Travel Reimbursement (TR) – Non-Employee Travel

- Travel Arranger prepares TR***
- IF NO TA WAS CREATED: Ad hoc DHA or email approval*
- Account Fiscal Officer
- BFS Travel Manager

*The DHA will only need to approve the TR if no Travel Authorization (TA) was created. Since in-state travel does not require a TA, then you will need to ad hoc or attach an approval email from the DHA to the TR.
**If the travel arranger preparers the TR, it will route to the traveler to certify travel.
***The Travel Arranger will certify the travel for the non-employee.