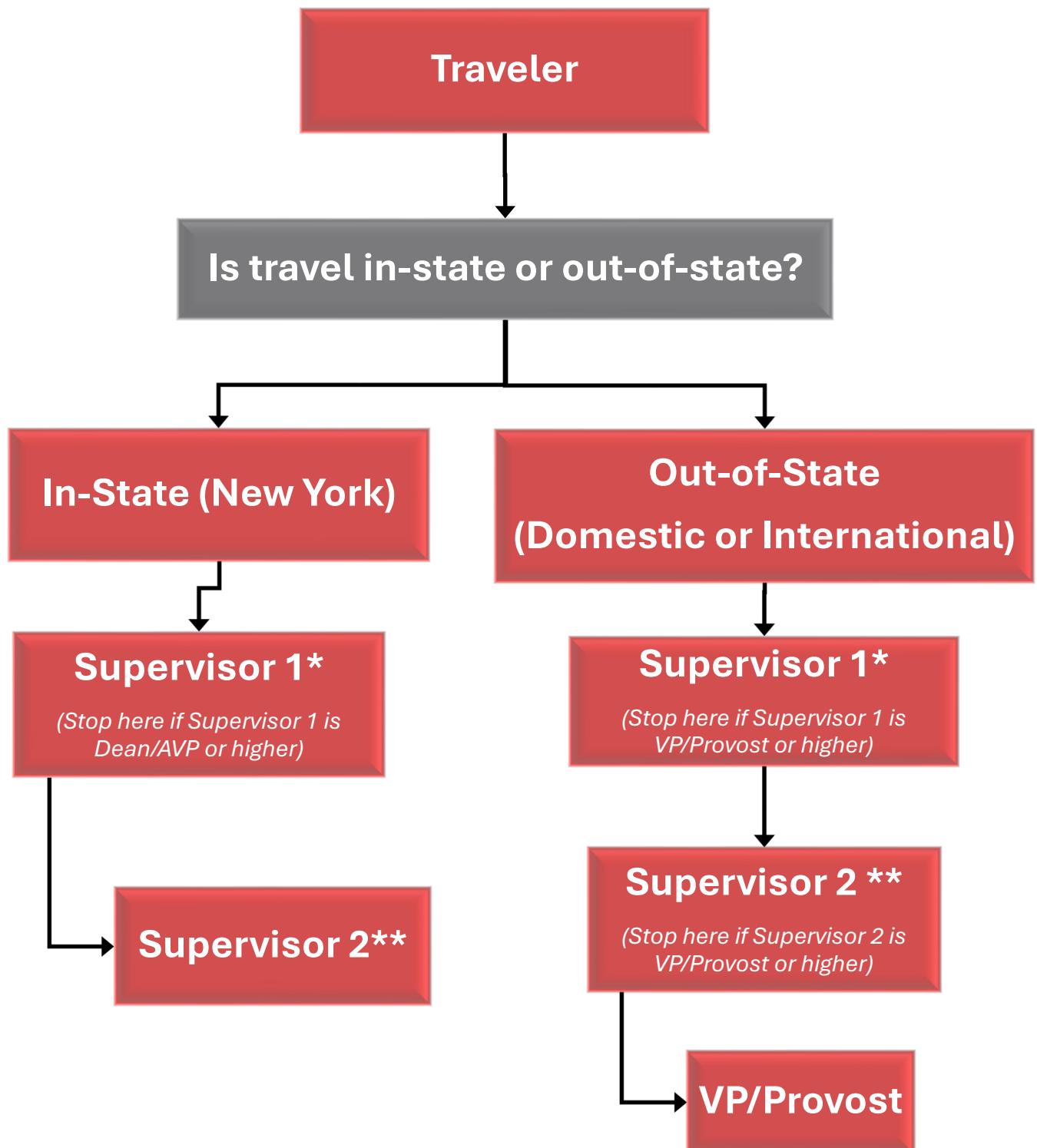


Travel Authorization Approval Flowchart



- In-State Travel: Two (2) approvals, unless Supervisor 1 is Dean/AVP or higher level.
- Out-of-State: Three (3) approvals, unless Supervisor 1 or 2 is VP/Provost or higher level.
- Travel authorization is required regardless of reimbursement status.

* Supervisor 1 is the Traveler's Direct Supervisor.

** Supervisor 2 is the Traveler's Supervisor's Supervisor.