Appendix D - Approval Workflow

**Travel Authorization Workflow**

1. **Travel planned** → Create Travel Authorization (TA) for upcoming travel
2. Submit TA
3. Submit related documents by fax or email (optional) → TA routes to HR Supervisor for approval → TA approved

**Cash Advance Workflow**

1. **Travel planned** → Create Cash Advance (CA) for upcoming travel expense
2. Submit CA
3. Submit related documents by fax or email (optional) → CA routes to HR Supervisor for approval
4. CA routes to Cash Advance Auditor for approval → CA is paid
Expense Report Workflow

1. Travel occurs
2. Create Expense Report (ER)
3. Submit ER
4. Submit receipts by fax or email

5. Travel is project grant funded?
   - Yes: ER routes to Project Manager for approval
   - No: ER routes to Fiscal Approver for approval

6. ER is selected for prepay audit?
   - Yes: ER routes to Prepay Auditor for approval
   - No: ER is paid

Notes:
- The Fiscal Approver, Project Manager, or Prepay Auditor can send back the ER to the traveler for modification.
- ERs are selected for prepay audit on a random basis.