EXPENSE TYPE	PLANNING					BOOKING/ARRANGING		REIMBURSING			
	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10	STEP 11
MILEAGE (ONLY)	Dept ensures traveler is set up as a vendor	Dept prepares Travel Authorization (TA) and obtain signatures	Dept create Purchase Order and upload signed TA to PO in PeopleSoft	CBA/DBA approve and dispatch PO				Traveler submit signed Expense Report through the Travel Expense Report Submission Form	Travel office Audit Expense Report and obtain approval	Travel office creates a voucher to reimburse traveler	Voucher approved by AP for payment
Domestic Travel	Dept ensures traveler is set up as a vendor	Dept prepares Travel Authorization (TA) and obtain signatures	Dept create Purchase Order and upload signed TA to PO in PeopleSoft	CBA/DBA approve and dispatch PO	Traveler completes a Travel Purchase Request Form requesting the Travel Office book airfare and/or load a hotel TAP Card	Travel office verifies PO has been approved/dispatched	If requested, the Travel office books flight reservations	Traveler submit signed Expense Report through the Travel Expense Report Submission Form	Travel office Audit Expense Report and obtain approval	Travel office creates a voucher to reimburse traveler	Voucher approved by AP for payment
Foreign Travel	Dept ensures traveler is set up as a vendor	Dept prepares Travel Authorization (TA). Attach completed Export Controls form and CITI Export Controls Training certificate. Obtain signatures in the order directed by Office of Sponsored Programs (OSP) Export Controls Procedures.	Dept create Purchase Order and upload signed TA with attached Embargo form, CITI Export Controls Training certificate, and (if applicable) Fly America form to PO in PeopleSoft	CBA/DBA approve and dispatch PO	Traveler completes a Travel Purchase Request Form requesting the Travel Office book airfare and/or load a hotel TAP Card	Travel office verifies PO has been approved/dispatched	If requested, the Travel office books flight reservations	Traveler submit signed Expense Report through the Travel Expense Report Submission Form	Travel office Audit Expense Report and obtain approval	Travel office creates a voucher to reimburse traveler	Voucher approved by AP for payment
Candidate Travel	If Candidate will be reimbursed, Dept ensures traveler is set up as a vendor. If no reimbursement skip to Step 7	Dept prepares Travel Authorization (TA) and obtain signatures	Dept create Purchase Order and upload signed TA to PO in PeopleSoft	CBA/DBA approve and dispatch PO	Candidate completes (Dept may complete on candidate's behalf) a Travel Purchase Request Form requesting a flight reservation and/or a Hilton reservation	Travel office verifies PO has been approved/dispatched	If requested, the Travel office books flight reservations.	Dept submit Expense Report through the Travel Expense Report Submission Form	Travel office Audit Expense Report and obtain approval	Travel office creates a voucher to reimburse traveler	Voucher approved by AP for payment
CAR RENTAL	Dept ensures TA has been completed and obtain signatures	Dept create Purchase order and upload signed TA to PO in PeopleSoft				Dept contact Travel Office to book car rental or request contracted rate codes and Dept books car		Traveler submit Expense Report through the Travel Expense Report Submission Form	Travel office Audit Expense Report and obtain approval	Travel office creates a voucher to reimburse traveler	Voucher approved by AP for payment
HOTEL/ HOTEL TAP Card	Traveler ensures TA has been completed.	Dept create Purchase Order and upload signed TA to PO in PeopleSoft	If a hotel TAP Card is requested, complete a Travel Purchase Request Form			Traveler makes hotel reservations	If hotel TAP Card was requested Travel will contact traveler 1 week prior to travel to pick up card	Traveler submit Expense Report through the Travel Expense Report Submission Form	Travel office Audit Expense Report and obtain approval	Travel office creates a voucher to reimburse traveler	Voucher approved by AP for payment