CFA FACULTY TRAVEL REQUEST PROCESS

If approved, complete next steps:

- CFA Faculty
  - Review Faculty Travel Guidelines, Complete Travel Request Form.
  - Creates a Request Form in CONCUR and submits for an approval.

- CFA Department Chair
  - Reviews and signs Travel Request Form.
  - Creates an Expense Report.
  - Links the approved online Request Form to an Expense Report.

- CFA Budget Analyst
  - Reviews Travel Request Form for budgetary purposes and submits to the Dean.
  - Approves or returns the online Request Form. If approved then CFA Faculty may proceed.

- CFA Dean
  - Approves or disapproves the Travel Request.
  - Approves or returns the online Request Form. If approved then submits Travel Expense Report.

- CFA Budget Analyst
  - Notifies CFA Faculty regarding the status of Travel Request.
  - Reviews, returns, or approves. If approved submits Travel Expense Report.

- CFA Faculty
  - Creates an Expense Report.
  - Links the approved online Request Form to an Expense Report.

- CFA Faculty
  - Submits Travel Expense Report to the CFA Department Chair.

- CFA Department Chair
  - Reviews, returns, or approves. If approved then submits Travel Expense Report.

- CFA Budget Analyst
  - Reviews, returns, or approves. If approved submits Travel Expense Report to A/P.

- CFA Dean
  - Reviews, returns, or approves. If approved submits Travel Expense Report to A/P.