



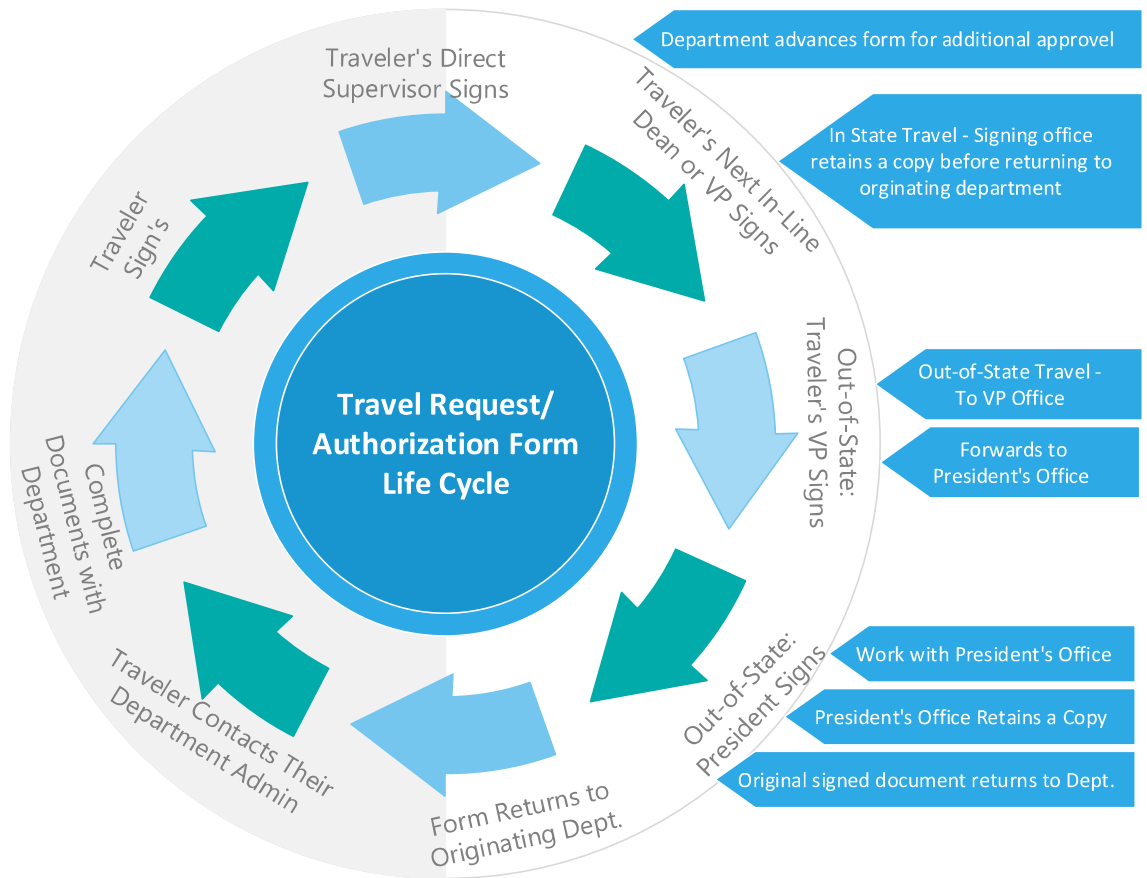
Travel Approval/Authorization Documents Life Cycle

Version 9/11/2023

Direct Supervisor Approval = Approving release time for travel

After Direct Supervisor: Approval =
Approving release time for travel
Approving time away from primary work location is an appropriate & approved expense
Approving Out of State travel requires Traveler's VP & President/Superintendent's Approval
Outside Contiguous 40 States requires BOT Approval, President/Superintendent Signature

An approver would sign for all applicable roles.



Whether approved or declined, traveler is given a copy of the completed form.

If approved, originating department completes Travel Funding process.

A **declined approval form** is returned to the originating department, not the Traveler.

The originating department needs to close out its files and delete the requisition, if one has been created.