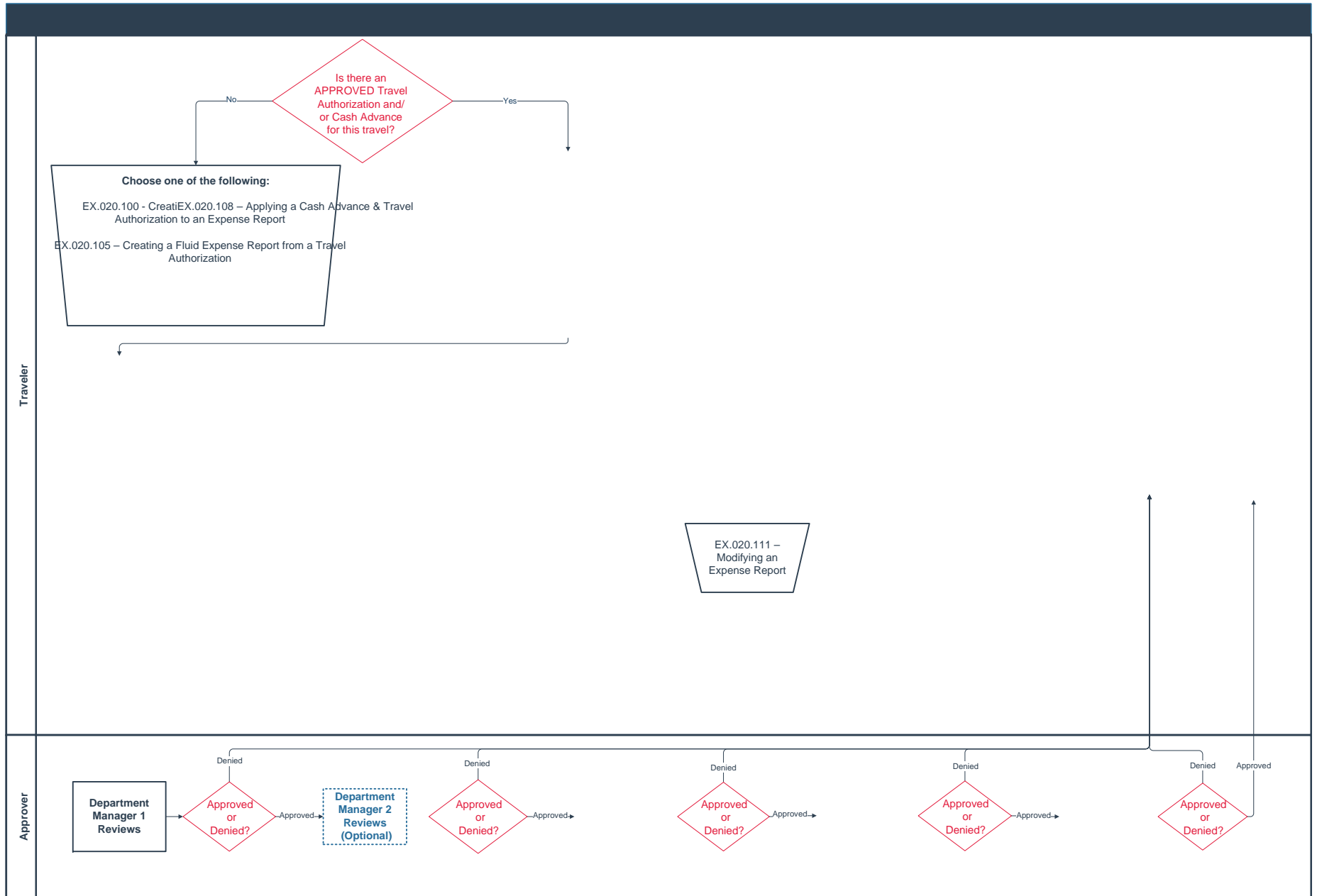


Travel & Expenses Workflow – After Travel

Workflow is the electronic approval process used for Travel & Expense transactions. When a transaction is submitted, the system routes it through predefined electronic workflow levels based on the Department ID used on the transaction. If a Project ID is used, an additional approval level is added. The approver assignments are maintained by the institutional Expense Administrator.



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