Appendix C

Travel Expense Flow Chart

1. Employee Completes Travel Requisition (TR) on Reqless
   - Employee shows travel destination, dates, reason for trip, modes of transportation, and estimated cost.

2. TR is reviewed and approved by authorized supervisor
   - Supervisor reviews TR to ensure trip is necessary and that the proper project is being charged.

3. Accounting Specialist or Administrative Assistant logs into Reqless to review account numbers and signature approvals
   - Travel Accounting Specialist reviews TR for proper account numbers and signature approvals.

4. Accounting Specialist or Administrative Assistant encumbers TR in USL (accounting Software)
   - Employee name, account number, destination, purpose and dates of travel.

5. Accounting Specialist notes any advances requested on calendar
   - Domestic advances are prepared 1 week in advance, international 2 weeks.

6. Accounting Specialist receives & pays invoices for prepaid charges against TR
   - May include airfare, hotel, registration charges charged to credit cards.

7. At completion of trip, employee completes Travel Expense Report (TER) on Reqless
   - Employee records expenses by day on TER and attaches required receipts.

8. TER is reviewed to ensure all expenses are allowable and reasonable and approved by authorized supervisor
   - In most cases the TER is also reviewed by the departments Administrative Assistant or Travel Coordinator to ensure that all expenses are allowable and reasonable.

9. TER is forwarded to Accounting for review and approval
   - Travel Accounting Specialist or Administrative Assistant check report for reasonableness and allowability of costs.

10. Charges on Expense Report are entered for payment
    - Disbursements are made on Thursdays.

11. Travel Request is closed out and filed
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