Epi Travel Workflow

Travel Request

- **Traveler/Traveler's Staff:**
  - Submits Travel Information Form (TIF)
- **Epi Fiscal Assistant:**
  - Generates UFGO Travel Request
  - Assigns ad hoc approvers as needed:
    - Sponsored Projects - Matt Staehnke
    - Cook/Cottler projects - Tabitha Johns
    - T32 funds - Curtis Bryant
  - Send notification to traveler that the travel request is ready for submission.
- **Traveler (NOT a delegate or assistant):**
  - Reviews and Clicks submit.

Travel Approval

- Supervisor approves travel
- Ad-Hoc approver (for research funds) approves use of funds
- Dept financial approver approves travel request

Travel Booking

- **Traveler/Traveler's Staff OR Epi Fiscal Assistant (To Be Decided):**
  - Uses the UFGO Booking tool to make travel arrangements and can register for conferences at this point.

Travel Expense Report

- **Traveler/Traveler's Staff:**
  - Uploads receipts for trip expenses.
  - After travel has been completed, submits internal travel expense statement and receipts that have not been uploaded
- **Epi fiscal assistant:**
  - Opens a Travel Expense Report for the trip on the traveler's account, including any ad hoc approvers for travel using sponsored funds
  - Send notification to traveler that the expense report is ready for approval
- **Traveler (NOT traveler's aide):**
  - Reviews and submits travel expense report .

Travel Expense Report Approval

- **Department financial approver** approves expense report