# **Epi Travel Workflow**

# • Traveler/Traveler's Delegate: • Generates UFGO Travel Request • Traveler (NOT a delegate or assistant): • Reviews and Clicks

submit.

### Travel Approval

- Traveler's Supervisor:
- Approves travel
- Department
   Financial approver
- Assigns Ad-Hoc approver as needed.
- Sponsored Projects - Matt Staehnke
- Cook/Cottler projects - Tabitha Johns
- •T32 funds Curtis Bryant
- Dept financial approver approves travel request
- Research team approves travel request, if needed.

## Travel Booking

- Traveler/Traveler's Staff OR Epi Fiscal Assistant (To Be Decided):
- Once Travel Request is approved, 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 staff:
- Opens a Travel Expense Report for the trip on the traveler's account, including adding 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