

# Travel Approval Flowchart

## Employee Requests Travel Approval

employee submits the completed planning form with required documentation and the request form for approval or denial

Does the employee have a direct supervisor other than the program director?

**Yes**

planning form with documentation and request form are submitted to the direct supervisor

direct supervisor review and approval determination reviews for completeness, accuracy and relevancy of request

Complete, Accurate, & Relevant?

**No**

Return to employee for revisions or if not approved, set Supervisor Approval Status as "Denied" and inform employee of denial

**Yes**

Set Supervisor Approval Status as "Approved" sign, date and forward entire packet to program director

**No**

planning form with documentation and request form are submitted to the program director

program director review and approval determination reviews for completeness, accuracy and relevancy of request

Complete, Accurate, & Relevant?

**No**

Return to Direct Supervisor or employee (whichever is applicable) for revisions or if not approved, set Program Director Approval Status as "Denied" and inform employee & supervisor of denial

**Yes**

Set Program Director Approval Status as "Approved" sign, date and determine next step

Is the request for job required duties/job required training that is in-state and does not have a registration fee?

**No**

Forward request form and supporting documentation to Executive Director

Complete, Accurate, & Relevant?

**No**

Return to Program Director for revisions or if not approved, set Agency Approval Status as "Denied" and return to Program Director

**Yes**

Set Agency Approval Status as "Approved" sign, date and return to Program Director

**Yes**

Program Director approval is highest level of approval needed (unless the request is for the Program Director to travel).

Submit payment requests in Sage for agency paid expenses such as hotel stay, airfare, baggage or ground transportation. Upon approval of payment request, proceed with bookings. Notify employee of travel arrangements.