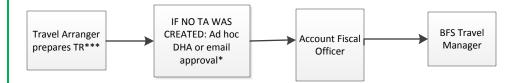
Travel Reimbursement (TR) – Employee Travel IF NO TA WAS **Employee** Traveler or CREATED: Ad hoc Traveler certifies/ Account Fiscal **BFS Travel** DHA or email Travel Arranger approves travel** Officer Manager prepare a New approval* Reimbursement

Travel Reimbursement (TR) - Non-Employee Travel



DHA = Department Higher Authority

- *The DHA will only need to approve the TR if no Travel Authorization (TA) was created. Since in-state travel does not require a TA, then you will need to ad hoc or attach an approval email from the DHA to the TR if no blanket travel authorization is in place.
- **If the travel arranger preparers the TR, it will route to the traveler to certify travel.
- ***The Travel Arranger will certify the travel for the non-employee.