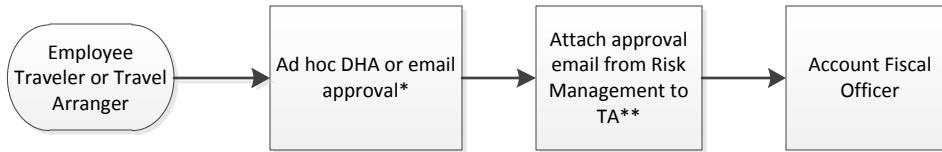


Travel Authorization (TA) In-state/Out-State/International/No Cost Travel with no Travel Advance



The TA will not route to the traveler for approval.

DHA = Department Higher Authority

***For DHA approval you can ad hoc in Quali, or attach the email approval in the Notes & Attachments section.**

****The approval email is sent to the Travel Arranger and Traveler within 48 hours of the documents submission. When this is received it needs to be attached to the TA as well as any other items required by Risk Management.**