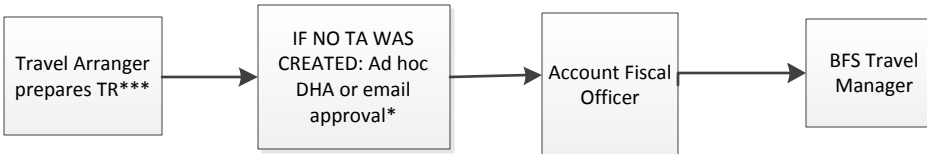


Travel Reimbursement (TR) – Employee Travel



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 prepares the TR, it will route to the traveler to certify travel.**

*****The Travel Arranger will certify the travel for the non-employee.**