eTRAVEL: OUT-OF-STATE TRAVEL APPROVALS

**OUT-OF-STATE TRAVEL REQUEST w/ ADVANCE**

**PREPARER**
1. Creates Travel Request
2. Attaches Documents
3. Ad Hoc Approves Dept Chair*

**DEPT CHAIR**
Approval* & Submit

**DEPT CHAIR Approval**

**TRAVELER**
Approval

**TRAVELER Approval**

**SUPERVISOR**
Approval

**SUPERVISOR Approval**

**EXECUTIVE AUTHORITY**
Approval

**EXECUTIVE AUTHORITY Approval**

**FISCAL ADMIN**
Approval

**FISCAL ADMIN Approval**

**DISBURSING**
Approval

**DISBURSING Approval**

**Release**

**END**

**OUT-OF-STATE TRAVEL REQUEST w/o ADVANCE**

**PREPARER**
1. Creates Travel Request
2. Attaches Documents
3. Ad Hoc Approves Dept Chair*

**DEPT CHAIR**
Ad Hoc Dept Chair* & Submit

**DEPT CHAIR Approval**

**TRAVELER**
Approval

**TRAVELER Approval**

**SUPERVISOR**
Approval

**SUPERVISOR Approval**

**ACCT SUPERVISOR**
Approval

**ACCT SUPERVISOR Approval**

**FISCAL ADMIN**
Approval

**FISCAL ADMIN Approval**

**DISBURSING**
Approval

**DISBURSING Approval**

**Release**

**END**

**OUT-OF-STATE TRAVEL COMPLETION**

**PREPARER**
1. Creates Travel Completion
2. Attaches Documents
3. Ad Hoc Approves Dept Chair**

**DEPT CHAIR**
Ad Hoc Dept Chair** & Submit

**DEPT CHAIR Approval**

**TRAVELER**
Approval

**TRAVELER Approval**

**SUPERVISOR**
Approval

**SUPERVISOR Approval**

**ACCT SUPERVISOR**
Approval

**ACCT SUPERVISOR Approval**

**FISCAL ADMIN**
Approval

**FISCAL ADMIN Approval**

**DISBURSING**
Approval

**DISBURSING Approval**

**Release**

**END**

**NOTES:**

* Not required if Account Supervisor is Department Chair

** Only required for itinerary changes

Individuals who serve in multiple roles will only have to approve once
eTRAVEL: INTRA-STATE TRAVEL APPROVALS

INTRA-STATE TRAVEL REQUEST w/ADVANCE

START

PREPARER
1. Creates Travel Request
2. Attaches Documents
3. Ad Hoc Approves Dept Chair*

DEPT CHAIR
Approve*

TRAVELER
Approval

APPROVE

SUPERVISOR
Approval

APPROVE

FISCAL ADMIN
Approval

APPROVE

DISBURSING
Approval

END

INTRA-STATE TRAVEL REQUEST w/o ADVANCE

START

PREPARER
1. Creates Travel Request
2. Attaches Documents
3. Ad Hoc Approves Dept Chair*

DEPT CHAIR
Approve*

TRAVELER
Approval

APPROVE

SUPERVISOR
Approval

APPROVE

FISCAL ADMIN
Approval

APPROVE

END

INTRA-STATE TRAVEL COMPLETION

START

PREPARER
1. Creates Travel Completion
2. Attaches Documents
3. Ad Hoc Approves Dept Chair**

DEPT CHAIR
Approve**

TRAVELER
Approval

APPROVE

SUPERVISOR
Approval

APPROVE

DISBURSING
Approval

END

NOTES:

* Not required if Account Supervisor is Department Chair
** Only required for itinerary changes
Individuals who serve in multiple roles will only have to approve once
**eTRAVEL: UH FOUNDATION TRAVEL APPROVALS**

**100% UHF TRAVEL REQUEST w/ ADVANCE**

1. Prepares Travel Request
2. Attaches Documents
3. Prints UHF Form & routes for HARD COPY signatures

Submit

TRAVELER Approval

Approve

SUPERVISOR Approval

Approve

DEPT CHAIR Approval

Approve

EXECUTIVE AUTHORITY Approval

Approve

ACCOUNT ADMINISTRATOR Approval

Approve

UH FOUNDATION Approval

Release

END

Deny

**100% UHF TRAVEL REQUEST w/o ADVANCE**

1. Prepares Travel Request
2. Attaches Documents
3. Prints UHF Form & routes for HARD COPY signatures

Submit

TRAVELER Approval

Approve

SUPERVISOR Approval

Approve

DEPT CHAIR Approval

Approve

EXECUTIVE AUTHORITY Approval

Approve

ACCOUNT ADMINISTRATOR Approval

Approve

UH FOUNDATION Approval

Release

END

Deny

**100% UHF TRAVEL COMPLETION**

1. Prepares Travel Completion
2. Attaches Documents
3. Prints UHF Form & routes for HARD COPY signatures

Submit

TRAVELER Approval

Approve

SUPERVISOR Approval

Approve

DEPT CHAIR Approval**

Approve

ACCOUNT ADMINISTRATOR Approval

Approve

UH FOUNDATION Approval

Release

END

Deny

**NOTES:**

* For split UH/UHF-funded travels, see the eTravel Out-of-State or Intra-State Approvals Charts for the electronic routing of the UH portion.

** Only required for itinerary changes
**NOTES:**

* Not required if Account Supervisor is Department Chair

** Only required for itinerary changes

Individually who serve in multiple roles will only have to approve once

For electronic routing and tracking purposes, all No-Cost Travel for UH employees should be processed through eTravel. Do not use RCUH or manual DISB-4 form.