

DECISION TYPE: TRAVEL APPROVALS – Employee -- In-State travel, 2 days or less, reimbursement less than \$400; All documentation occurs after travel takes place

-----PROCESS----->

	Set Policy	Documents Needed	Document Location	Review Reimbursement	Approve Requests	Reimburse Funds	Required Report
Staff Prof.	EP	PRF/ TEV/ OIR	SSI Link (PRF) B&B Link (TEV) Act. Rpt Link	Team Leader	SSI / EP	Travel Office	Activity Report
Faculty positions	EP	PRF / TEV / OIR	SSI Link (PRF) B&B Link (TEV) Act. Rpt Link	N/A	SSI / EP	Travel Office	Activity Report
Post-docs	EP	PRF/ TEV/ OIR	SSI Link (PRF) B&B Link (TEV) Act. Rpt Link	Team Leader	SSI / EP	Travel Office	Activity Report
Graduate students	EP	PRF/ TEV/ OIR	SSI Link (PRF) B&B Link (TEV) Act. Rpt Link	Team Leader	SSI / EP	Travel Office	Activity Report
Undergrad Assistantships	EP	PRF/ TEV/ OIR	SSI Link (PRF) B&B Link (TEV) Act. Rpt Link	Team Leader	SSI / EP	Travel Office	Activity Report

Symbols for Grid

Act. Rpt Link = http://www.umaine.edu/sustainabilitysolutions/faculty_resources/fiscal.html

B&B Link = <http://www.umaine.edu/obbs/OBBSTravel.htm>

EP = EPSCoR Office Staff

OIR = Original Itemized Receipts

PRF = Purchase Request Form

SSI = Mitchell Center Staff

SSI Link = http://www.umaine.edu/sustainabilitysolutions/faculty_resources/fiscal.html

TEV = Travel Expense Voucher