

DECISION TYPE: TRAVEL APPROVALS – Employee -- Out-Of-State travel or In-State travel more than 2 days, with reimbursement costs more than \$400

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

TR&A=Travel Request / Advance Form