

DECISION TYPE: TRAVEL APPROVALS – Non-Employee – Out-Of-State / In-State

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

	Set Policy	Documents Needed	Document Location	Review Reimbursement	Approve Requests	Reimburse Funds	Required Report
Non-Employee	EP	PRF, NEEF, OIR	SSI Link (PRF) SSI Office (NEEF)	Team Leader	SSI	Purchasing	N/A
Consultants	EP	Invoice and EPSCoR Weekly Log (Travel must be included in contract)	Invoice and weekly log supplied by Contractor	Team Leader	EP	Purchasing	N/A

Symbols for Grid

EP = EPSCoR Office Staff

NEEF=Maine EPSCoR Non-Employee Expense form

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