Step-by-Step Overview for Travel Requests

1	2	4	5	6	7
 Create travel request to request for approval to attend the conference/ev ent. Enter all "expected expenses" Enter funding allocation(s) Upload required documents 	Request will go through budget check If budget check fails, an email notification is sent to STS and employee	Routes to Principal/Site Administrator for approval. Then to the Region Superintendent's Office/Division Chief If using a different funding cost center, request will also route to that cost center's administrator	Routes to Travel Unit for review Travel Desk is required to reject if information is entered incorrectly or missing documents, or if Request not received 30 days before local/in- state or 45 days before out-of- state/international trips.	Routes to Deputy Superintendent and Deputy Superintendent of Instructions. If out-of-state, then to the Office of Superintendent	Upon obtaining approval, Concur request status will change to " Approved ". Email notification of approval will be sent to STS and employee. *Email approval replaces ATRN



Step-by-Step Overview for Expense Reports



