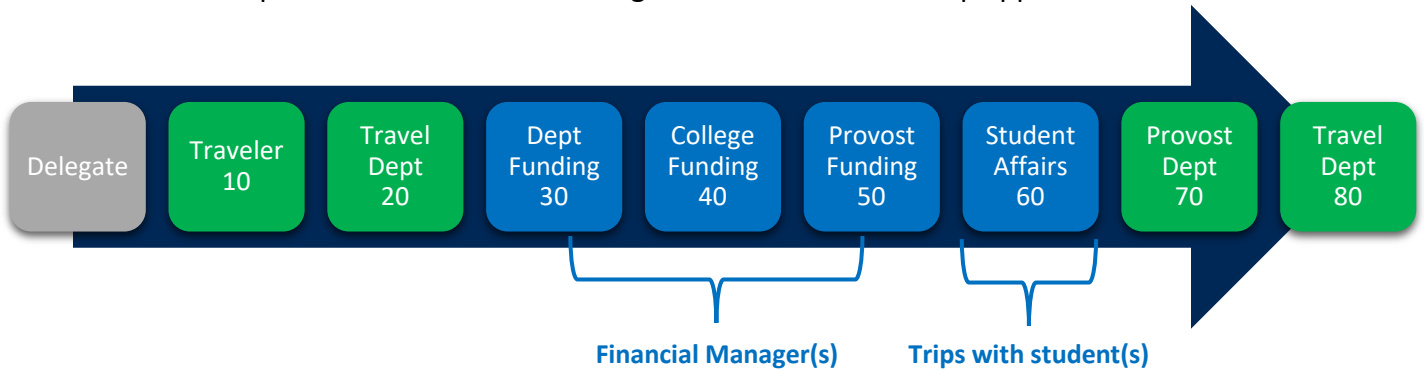


Routing and Workflow for a Pre-Approval

Routing and Workflow Information – Areas Reporting Up to the Provost

The Pre-Approvals routing is (**always approves**, **approves if applicable**):

- The Traveler (10) will only approve if their Pre-Approval is completed/submitted by a delegate.
- It is possible that a financial manager will have to approve twice, depending on what funds are being requested from the traveler on the Pre-Approval.
 - Example: Once for the Dept Funding and once for the College Funding.
 - Example: Once for Provost Funding and once for Provost trip approval.



Routing and Workflow Information – All Other University Areas

The Pre-Approvals routing is (**always approves**, **approves if applicable**):

- The Traveler (10) will only approve if their Pre-Approval is completed/submitted by a delegate.
- If any of the funding for the trip is provided in whole or part by an area that reports up to the Provost, then the routing/workflow shown above will apply.

