

Travel Workflow

Traveler obtains appropriate departmental approval for University related travel.

In State Travel

Is travel In State or Out of State?

Out of State Travel

Once travel has taken place

Complete the Travel Expense Report, (type information into the form) attach all backup documentation - if applicable and sign as traveler (click [here](#) for forms)

Obtain Department Supervisor Approval

Scan completed Travel Expense Report with backup - if applicable and approval to AccountsPayable@fitchburgstate.edu

Complete an Out of State Travel Requisition BEFORE travel takes place. This is required for out of state travel. (Click [here](#) for forms. Keep form in your office)

Enter REQ into Banner which will create the PO for your Travel Expense Report (Click [here](#) for procurements training presentation)

Once travel has taken place

Complete the Travel Expense Report, (type information into the form) attach all backup documentation and sign as traveler. (click [here](#) for forms)

Obtain Department Supervisor Approval

Scan completed Travel Expense Report with backup and approval to AccountsPayable@fitchburgstate.edu