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BOISE STATE UNIVERSITY

COLLEGE OF ENGINEERING

Travel Approval Process

v11/17/15

Description of Travel Authorization Approval Roles

1. COEN Business Office: Completes budget check, reviews for grant compliance.
2. Dept. Manager/Chair: Reviews business purpose, account authorization, lodging, airfare, per diem calculations.
3. Dean/Admin. Mgr.   Approves with assumption of accuracy due to prior approvals. The expectation is that the TA is fully reviewed and approved before it reaches this level of approval.

Expense Report Approval Flow

1. Traveler gives receipts to admin.
2. Admin enters online expense report (ER) and saves it for review before submitting.
3. Traveler signs printed ER.
   > Note: Chair signs on second line if the approver is the traveler
4. Dept. Manager/Chair approves (If no Dept. Manager, skip to #5.)
5. Admin scans and saves back up documents to W:// COEN Travel/Expense Reports.
6. Admin submits the saved online ER.
7. Business Office reviews and approves online:
   > Checks budget/receipts and ensures that all makes sense
8. Dept. Manager/Chair approves online.
   > Confirms corrections, if applicable
9. Dean/Admin. Mgr. approves online.
   > Checks to ensure that all makes sense