Travel Process Flowchart Rev: 10/25/11 Traveler Completes Rental Vehicle Complete the Attach to TAR and Travel Approval Vehicle Type Vehicle Needed? Forward for Or Mileage Request Form (TAR) Personal Vehicle Calculator Approval Traveler No **↓** Forward to Budget Forward TAR for Office for issuance University Approved? of Funds Approval Owned Reservation Approved? No Stop Forward TAR for Yes Approval Forward to Budget Office for issuance of Funds Reservation Traveler Forward to Budget Completes Vehicle Forward to the Office for issuance Yes— Reservation Request Form Approved? Transportation of Funds (Steps 1 & 2) Office Reservation Rental No or Personal Vehicle? Stop Traveler Returns -Personal Vehicle from Trip Rental Vehicle Vehicle Reservation Complete the Travel Reserve Request Form Expense Request vehicle on Form (TER) Forward to Accounts -Rental Vehicle-Enterprise Payable Rental Webpage Attach actual Forward to receipts/ Accounts Payable Approved? End documentation to for audit and TER & Forward for processing Approval No Stop