

WORK FLOW STEPS FOR TRAVEL AUTHORIZATION SYSTEM						
S#	Traveller Type	TA Review done by	Security Requirements Verification	WBS Verification	Approved by	Travel Category
1	Normal Staff Member	PM/Supervisor	OSS for Travelling Staff Duty Station	RMO for travelling staff Duty Station	HOO	Domestic
2	Normal Staff Member	PM/Supervisor	OSS for Travelling Staff Duty Station	RMO for travelling staff Duty Station	COM	International
1	PM/Supervisor	DCOM/HOO	OSS for Travelling Staff Duty Station	RMO for travelling staff Duty Station	COM	Domestic
2	PM/Supervisor	DCOM/HOO	OSS for Travelling Staff Duty Station	RMO for travelling staff Duty Station	COM	International
1	DCOM/HOO		OSS for Travelling Staff Duty Station	RMO for travelling staff Duty Station		Domestic
2	DCOM/HOO		OSS for Travelling Staff Duty Station	RMO for travelling staff Duty Station		International
1	COM		OSS for Travelling Staff Duty Station	RMO for travelling staff Duty Station	Regional Director	Domestic
2	COM		OSS for Travelling Staff Duty Station	RMO for travelling staff Duty Station	Regional Director	International