Flow Chart for Travel forms

1. Travel forms are sent to Disbursement Services.
2. OSR reviews for approval.
   - NO: Disbursement Services sends the form back to Travel Services.
   - YES: Travel Services reviews the forms to determine if expenses are within State and University guidelines.
3. Travel Services determines if the form needs OSR approval.
   - NO: Rejected and sent to originating department.
   - YES: Disbursement Services logs the form in and forwards it to Travel Services.
4. Travel Services determines if there is sufficient documentation.
   - NO: Rejected and sent to originating department.
   - YES: Disbursement Services posts payment to FRS and encumbrance is liquidated.
5. Forms are returned to Disbursement Services and logged out.