

Travel and T-Card Process (Out of State or Overnight Trips)

Traveler (Pre-Approval)

Travel Processor (Pre-Approval)

Travel Administrator (Pre-Approval)

Traveler (Post Trip)

Travel Processor (Post Trip)

Travel Administrator (Post Trip)

Audit Trial – SAP Workflow

Employee trip

Trip Information
(Transportation,
Registration,
Lodging, Per diem)

Trip submitted
for pre-approval

No

Employee travels

Yes

Trip #
Generated

Estimated travel
exp. into SAP.
(Transportation,
Registration,
Lodging, Per Diem,
Cost Center
Allocation)

Upload supporting
documentation.

No w/changes

Supporting
documentation
retained in SAP.

Changes,
Corrections, or
Adjustments to
Trip in SAP

Reviews
documentation in
SAP for approval.
(Cost Center
Allocation, T-Card
Code, Budget, Policy
Exceptions)

Travel Request
Pre-approved

No

Trip Canceled

To Travel
Office

Yes

Travel Office
Pre-Approved

Employee travels

Retain
documentation for
actual expenses
(Registration,
Lodging, Meals,
Transportation)

Actual trip
expenses input
into SAP.

Automated
controls (MCC
Codes)

Expenses paid
using T-Card

Yes

Non-reimbursable
(Lodging,
Registration, Airfare)

No

Reimbursable (Per
Diem, Mileage)

Upload supporting
documentation
(SAP)

Reviews doc. For
approval. (CC
Allocation,
Exception
Justifications, Per
Diem limits, Policy
Exceptions)

Adjustment to
expenses

Yes

Reimbursement
adjusted from
original request

Upload supporting
documentation
(SAP)

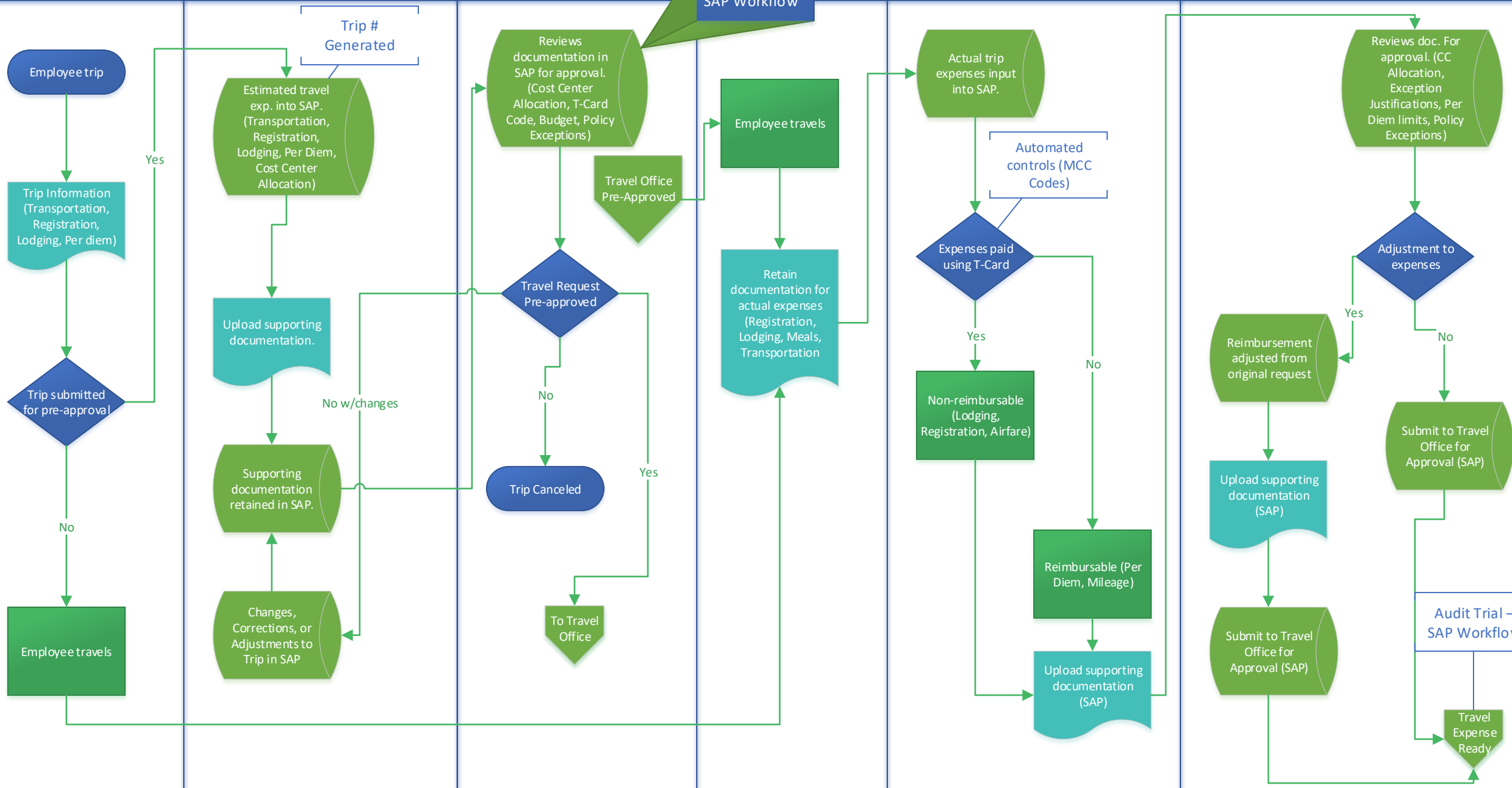
Submit to Travel
Office for
Approval (SAP)

No

Submit to Travel
Office for
Approval (SAP)

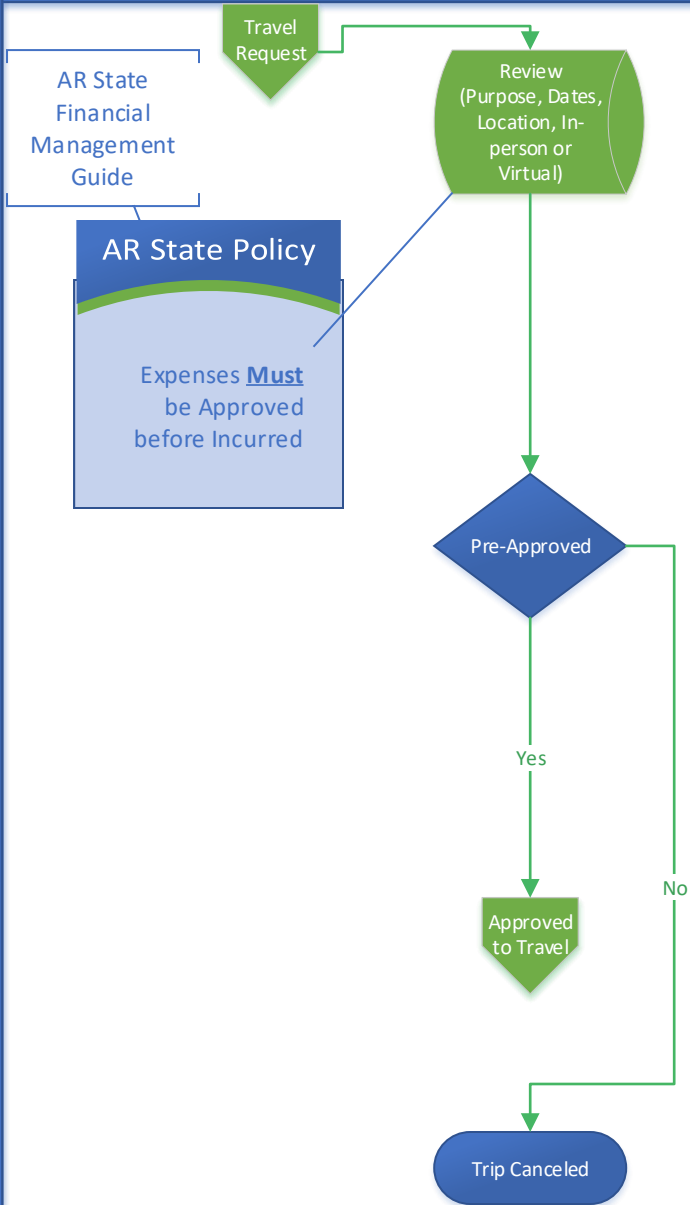
Audit Trial –
SAP Workflow

Travel
Expense
Ready

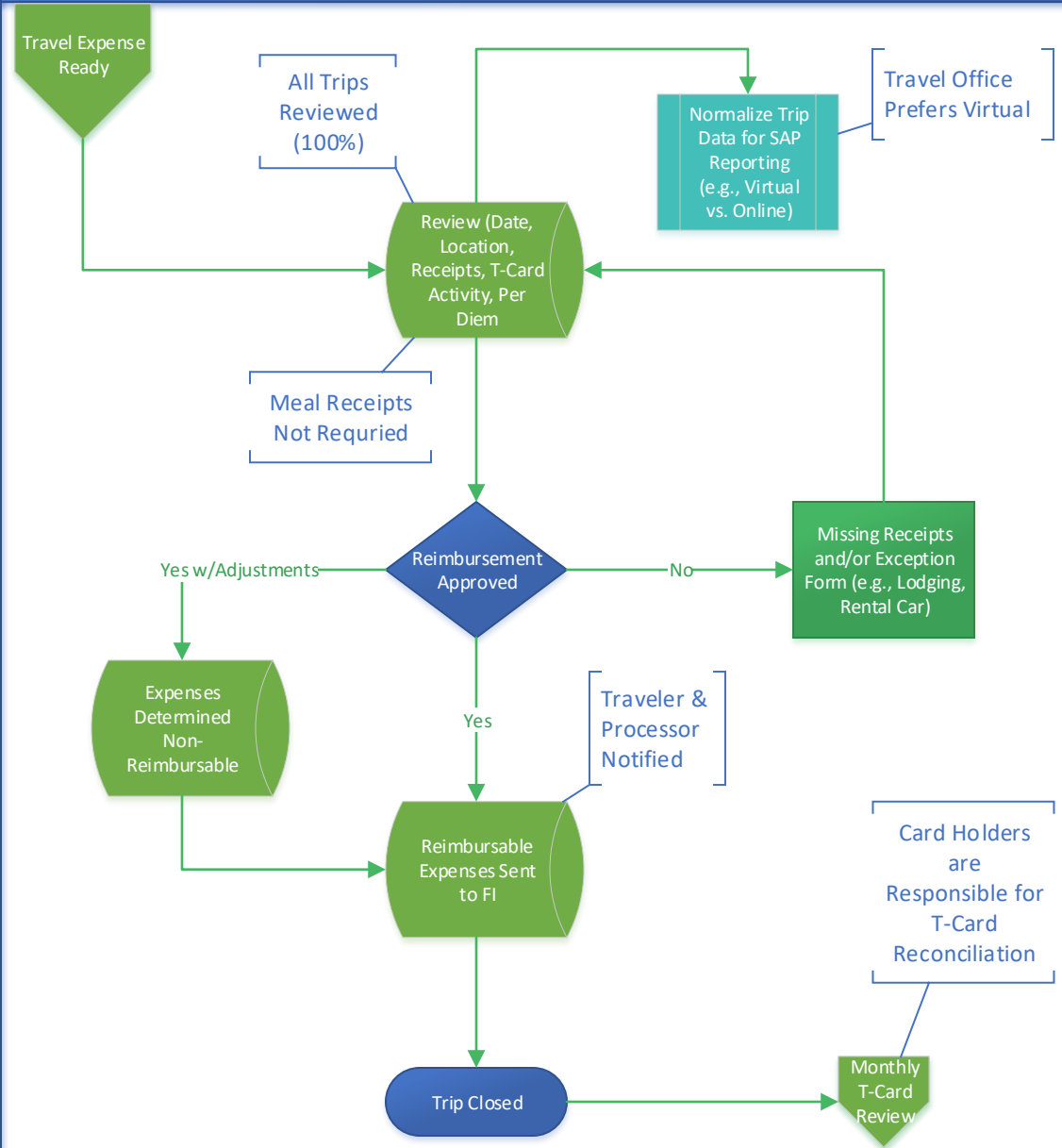


Travel and T-Card Process (Out of State or Overnight Trips)

Travel Office (Pre-Approval)



Travel Office (Post Trip)



T-Card Statement Monthly Review

Travel Office

Trip Closed

BTA
Worksheet:
SAP#, Trip#, &
Amount

T-Card Holder Emails
Monthly Statement
& BTA Worksheet to
Travel Office

Expenses on
Statement are
Agreed to Expenses
Paid in SAP

Supporting
Documentation is
Retained in Box or
Application Extender

Complete

Phase