

# WORKFLOW: DOMESTIC (US) TRAVEL



## Step 1

- Compile all travel information (1)
- Find out who needs to sign travel request (2)

### 1: Compile Information

- Who's travelling
- Where they are travelling
- When they are travelling
- Anticipated Travel Costs
- Backup documentation
  - Airfare quotes
  - Conference registration costs

## Step 2

- Complete a Docusign Domestic Travel Request Form

### 2: Identify signers

- 81/86xxx or 85xxx travel?
- Use the required signatures section on Corporation travel site

## Step 3

- Travel!
- Keep all receipts and purchasing records (3)

### 3: Keep all receipts

- Itemized is important!
- Keep ProCard receipts

## Step 4

- Complete a Travel Claim Form (4)

### 4: Include all required documents

- Include the entire travel request packet
- Include all itemized receipts
- Include any advance information
- Route for signatures
- Submit to [apcorp@csusm.edu](mailto:apcorp@csusm.edu) for reimbursement