

# Streamlined Travel Request and Claim Processing Flow

Effective February 1, 2013 (for all Travel Requests initiated on or after this date)

Traveler or preparer completes the CSUF Business Travel and Prepayment Request. Traveler signs the Travel Request, required documentation attached to TR, and obtains the required approvals.

Traveler or preparer submits approved Travel Request with required documentation to Travel Operations (CP-300) or to the appropriate Auxiliary (single funded).

Travel Operations or Auxiliary verifies Travel Request for completeness, accuracy and, original signatures (Traveler & Final Approver).

