College Concur Workflow for Travel Pre-Approval

1. **Traveler (Initiator)**
   - Can Add Delegate (Optional)
   - Enters and Works with Department Designee to ensure Travel Estimates, Chartfields, etc. are entered correctly.

2. **Travel Coordinator/Analyst**
   - Can Add Delegate (Optional)
   - Ensures that travel is aligned with University Policies and Procedures, adhere to College-Specific guidelines, and Chartfields are correct.

3. **Department Chair**
   - Can Add Delegate (Optional)
   - Verify Travel is allowable and meets the University Policy, is okay with the estimated amounts, and approve travel.

4. **MPP Designated Signator (Associate Dean, ARM or skips to the Dean)**
   - Can Add Delegate (Optional)
   - Checks for accuracy, confirms funding sources, and policies are followed.

5. **Dean**
   - Approves the pre-approval form if allowable and travel is in-line with policies and procedures. Approves funding source and travel amounts.

**NOTE:** Please refer to your College Travel Coordinators for your internal workflow.