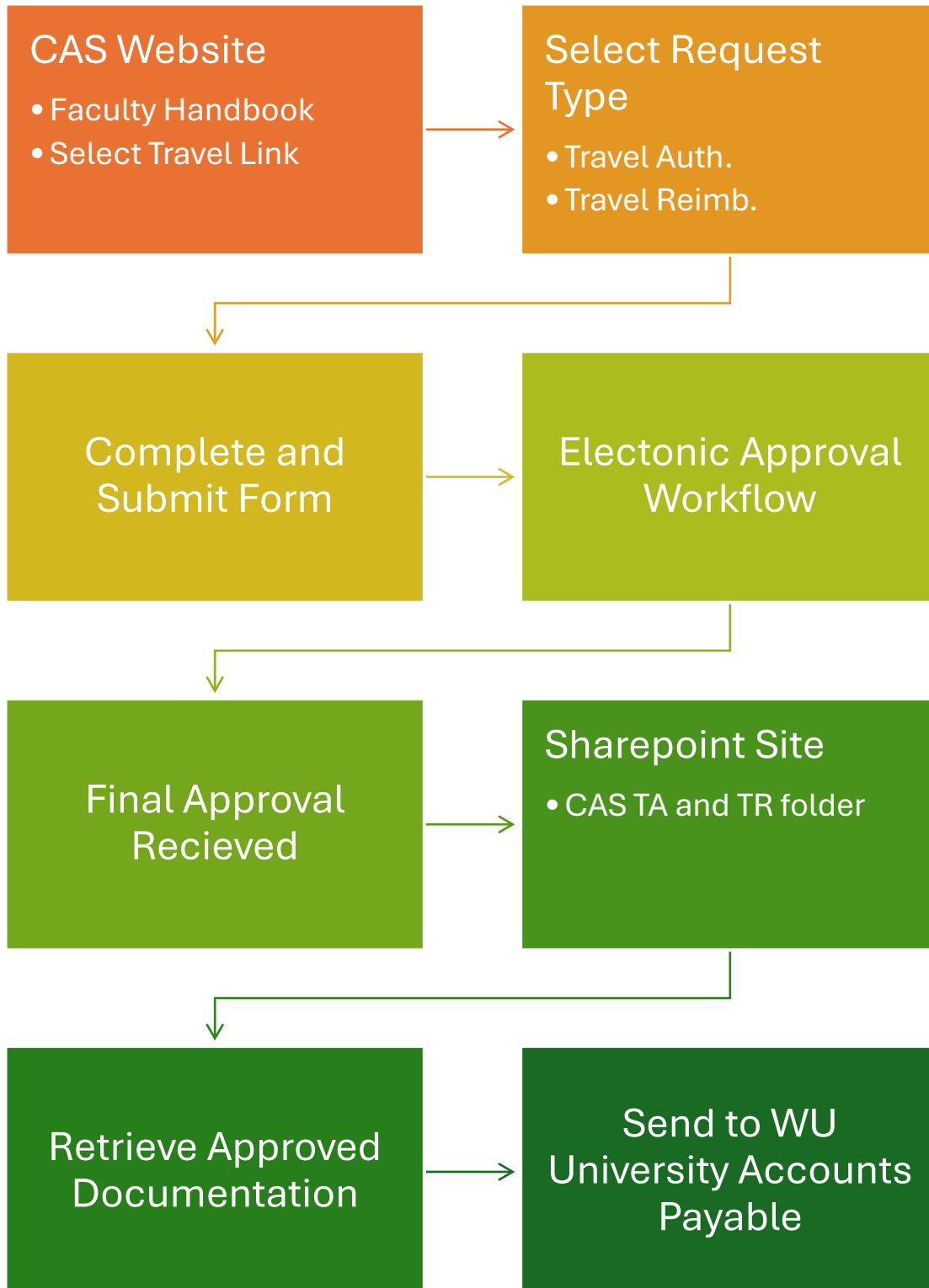


CAS Travel Workflow for Administrators and Faculty



The new **CAS Travel Process** is designed to provide a centralized, user-friendly method for submitting, approving, tracking, and storing **Travel Authorizations (TA)** and **Travel Reimbursements (TR)**. While approved documents will continue to be stored within the CAS TA & TR SharePoint repository, users who do not regularly access SharePoint can initiate the process directly from the **CAS Faculty Handbook** page.

This approach provides a single point of entry for all travel-related requests while maintaining electronic approvals, centralized record retention, and ease of access.

Step 1: Access the CAS Travel Request Portal

1. Navigate to the [CAS Faculty Handbook](#)
2. Select **Travel Guidelines**.
3. Click the appropriate link:
 - **Travel Authorization (TA) Request**
 - **Travel Reimbursement (TR) Request**
4. Complete the required form and submit.

Benefit: Users no longer need direct access to the SharePoint site to begin the process. The CAS website serves as the primary entry point for all travel requests.

Step 2: Electronic Approval Process

1. Upon submission, the request is automatically routed through the required approval workflow.
2. Approvers receive email notifications requesting review and approval.
3. Each approver completes their action electronically.
4. The request continues through the approval chain until all required approvals are obtained.

Step 3: Document Storage & Record Retention

Once all approvals have been completed:

- The approved TA or TR form is automatically stored in the **CAS TA & TR SharePoint Repository**.
- Supporting documentation and approval records are retained for audit and recordkeeping purposes.
- Administrators can retrieve approved documents from the repository as needed.

Step 4: Processing & Submission

1. The administrator retrieves the fully approved documentation from the repository.
2. The approved form is submitted through the University's normal processing procedures.
3. All travel documentation remains centrally located for future reference and reporting purposes.

