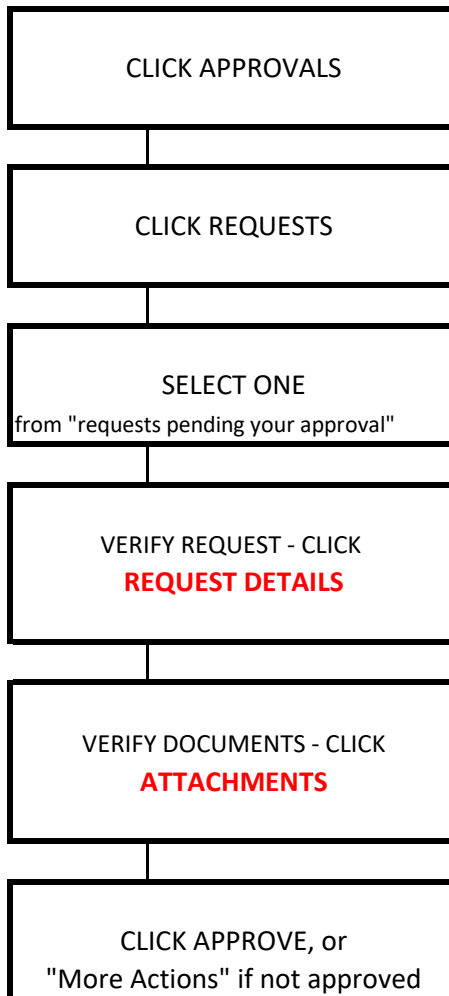


F. HOW TO APPROVE A TRAVEL REQUEST



REQUEST APPROVAL HIERARCHY

TRAVELER
SUPERVISOR
DEAN [IF COLLEGE]
DBA/CBA
PROVOST - IF FOREIGN TRAVEL
TRAVEL OFFICE REVIEWS & SENDS TO OSP [IF NEEDED]

EXPENSE APPROVAL HIERARCHY

Traveler
Supervisor
Travel Office
Provost/ OSP if required
DEAN [IF COLLEGE]
DBA/CBA