



The Approval Flow documents the approval routing and user assigned to the approval step on a submitted Request.



The Default Approver for non-employees is the authorized financial approver. This is assigned at profile creation and changeable by the User Admin.

The COA is the Researcher assigned to the restricted fund in Banner page FTMFUND. If the "Researcher" field is blank in FTMFUND, then the COA is the PI assigned in Banner page FRAGRNT. This is only changeable by updating the Researcher/PI in Banner.

The optional Department Approver is sometimes the department travel coordinator or financial manager. This is assigned, changed, or removed directly on the user's profile. Delegates are also able to assign, change, or remove the Department Approver.

There are several approval statuses available on the Request.

1. Auto Approved – This is a skip-step function that bypasses unnecessary, double, or unauthorized approvals
  - a. An example of unnecessary is the International Approver step for domestic travel
  - b. An example of double is the International Approver step when the Supervisory Approval step is already fulfilled
  - c. An example of unauthorized is COA approval when the traveler is the PI
2. Submitted & Pending Approval [by <approval step>] or Pending Cost Object Approval – The approval status is under the Request Name, and the assigned approver is in the Approval Flow
3. Concur/Pending Online Booking – The final approval step for Requests with "Travel Booking Tool" selected for "How will you book your travel?" in the Header
4. Approved – The Request Summary is timestamped with the date of approval and name of approver; this includes documenting the name of a delegate acting as a proxy approver
5. Sent Back to User – Request was returned by an approver or recalled by the traveler or delegate
6. Cancelled – Request was cancelled

