DOMESTIC TRAVEL PROCESS

DO YOU NEED A TRAVEL ADVANCE

- APPROVED IAP
- PEOPLESOFT TRAVEL AUTHORIZATION

- NO
  - CONTACT EITHER OF THE U.T. SYSTEM CONTRACTED TRAVEL AGENCIES TO BOOK TRAVEL
    - AIRFARE
    - LODGING
    - CAR RENTAL
      - CONTACT EITHER OF THE U.T. SYSTEM CONTRACTED TRAVEL AGENCIES TO BOOK TRAVEL
        - BOOK THROUGH CONCUR
          - ANTHONY TRAVEL
          - CORPORATE TRAVEL PLANNERS
        - BOOK THROUGH CONCUR
          - ANTHONY TRAVEL
          - CORPORATE TRAVEL PLANNERS
        - BOOK THROUGH CONCUR
          - ANTHONY TRAVEL
          - CORPORATE TRAVEL PLANNERS
      - BOOK THROUGH CONCUR
        - BOOK THROUGH THE TRAVEL WEBSITE

- YES
  - REQUEST TRAVEL ADVANCE

SUBMIT REQUIRED DOCUMENTATION TO YOUR TRAVEL ARRANGER FOR REIMBURSEMENT