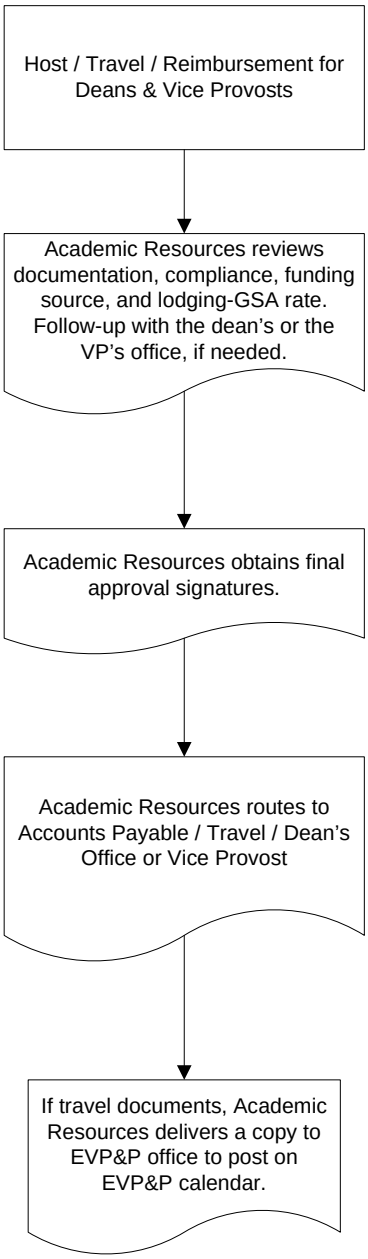
Host / Travel / Reimbursement for Deans & Vice Provosts
Academic Resources reviews documentation, compliance, funding source, and lodging-GSA rate. Follow-up with the dean's or the VP's office, if needed.
Academic Resources obtains final approval signatures.
Academic Resources routes to Accounts Payable / Travel / Dean's Office or Vice Provost
If travel documents, Academic Resources delivers a copy to EVP&P office to post on EVP&P calendar.