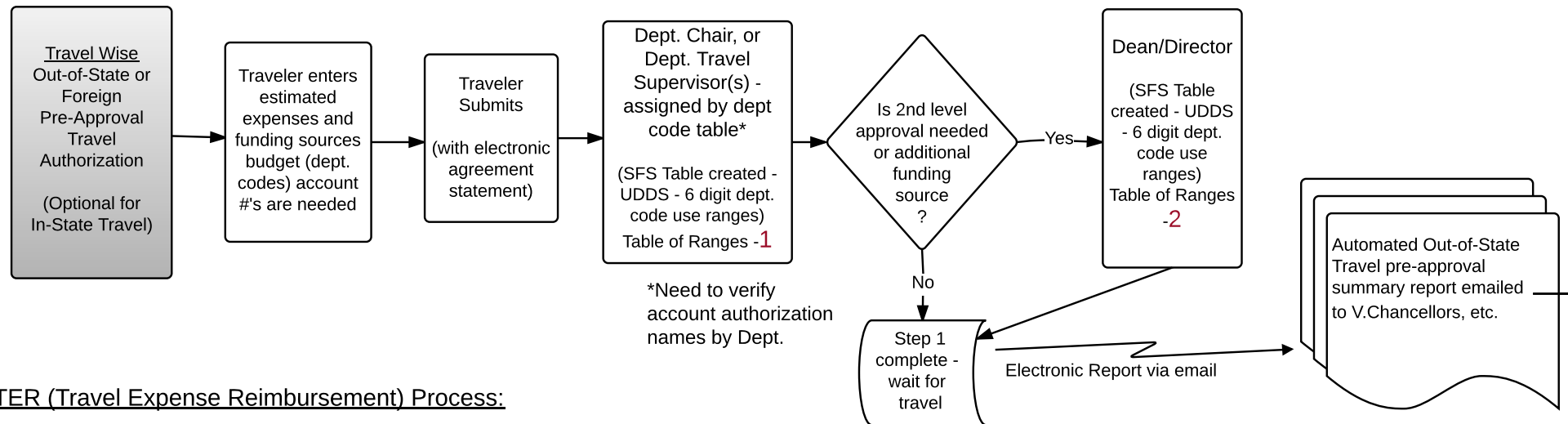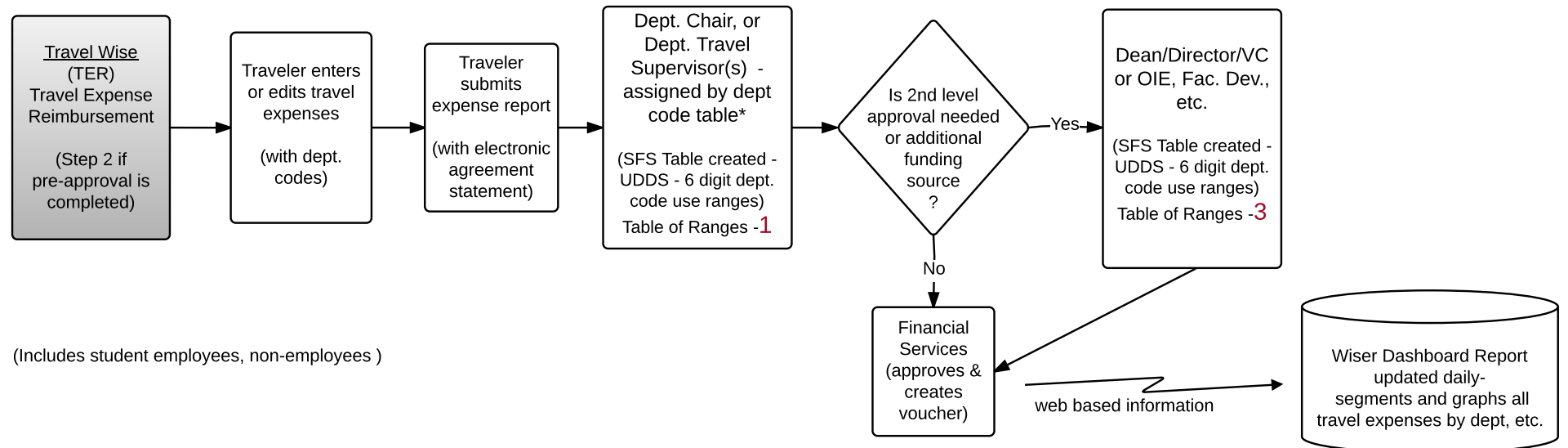# Oshkosh Workflow

Pre-Approval Form for Out-of-State Travel (required), or In-State Expense Information (Optional):

Travel Wise
Out-of-State or Foreign Pre-Approval Travel Authorization

(Optional for In-State Travel)

→

Traveler enters estimated expenses and funding sources budget (dept. codes) account #'s are needed

→

Traveler Submits

(with electronic agreement statement)

→

Dept. Chair, or Dept. Travel Supervisor(s) - assigned by dept code table*

(SFS Table created - UDDS - 6 digit dept. code use ranges) Table of Ranges -1

*Need to verify account authorization names by Dept.

→

Is 2nd level approval needed or additional funding source ?

—Yes→

Dean/Director

(SFS Table created - UDDS - 6 digit dept. code use ranges) Table of Ranges -2

No →

Step 1 complete - wait for travel

→ Electronic Report via email →

Automated Out-of-State Travel pre-approval summary report emailed to V.Chancellors, etc.

TER (Travel Expense Reimbursement) Process:

Travel Wise
(TER) Travel Expense Reimbursement

(Step 2 if pre-approval is completed)

→

Traveler enters or edits travel expenses

(with dept. codes)

→

Traveler submits expense report

(with electronic agreement statement)

→

Dept. Chair, or Dept. Travel Supervisor(s) - assigned by dept code table*

(SFS Table created - UDDS - 6 digit dept. code use ranges) Table of Ranges -1

→

Is 2nd level approval needed or additional funding source ?

—Yes→

Dean/Director/VC or OIE, Fac. Dev., etc.

(SFS Table created - UDDS - 6 digit dept. code use ranges) Table of Ranges -3

No →

Financial Services (approves & creates voucher)

→ web based information →

Wiser Dashboard Report updated daily- segments and graphs all travel expenses by dept, etc.

(Includes student employees, non-employees)

- Travel approving Dept. Chair or Dept. Supervisor would come from SFS Table uploaded by UW maintained my UWO
  (Email alert is sent when approval is needed (1). All authorized will receive email, only 1 needs to approve.
- Any additional information needed goes back to employee (with email alert).
- SFS table created based on the funding source or 2nd level approval need for pre-approvals (2) Final TER approvals (3).
  (Dean, Director, or V.Chancellor (6 digit funding dept.).
- Out-of-State travel report emailed to list.
- Supervisors and additional funding departments can edit chart strings and dollar values. Final financial service approval cannot.