**Before the Trip**

Create/edit a "Travel Authorization" in CUNYfirst

Submit for approval (6 to 8 weeks before the trip)

"Travel Authorization" returned to Traveler for correction

**After the Trip**

Go on a trip

Create/edit an "Expense Report" in CUNYfirst

Submit for approval (immediately upon return from the trip)

"Expense Report" returned to Traveler for correction

Approval #1 (Chair/Designee)

Approval #2 (Academic Affairs)

Approval #3 (Accounts Payable Pre-Pay Auditor)

The City of New York issues travel reimbursement

**Approval #1 (Chair/Designee)**

Approval #2 (Academic Affairs)

Approval #3 (Accounts Payable Pre-Pay Auditor)

YES

YES

NO

NO

NO

NO

NO