DASNR Unit Required
On Line Travel – Pre-Route

TRAVEL ROUTING

- Out of State Travel Request
- Out of State Travel Voucher (Claim)
- In-State Travel Voucher (Claim)

- **Default Routing** – based on Claimant’s AIRS hierarchy
  - Originator
  - Claimant no delegate (both travel voucher and request)

  
  {DASNR Pre-Route}

  - Unit Head or delegate (duplicates are removed -Unit Head will not receive twice)
  - VP or delegate (only travel request; not voucher)
  - GCFA - if any grant accounts (only on travel voucher; not request)
  - Accounting (only on travel voucher; not request)

- **DASNR PRE–ROUTE**
  Pre-Route is inserted before the Unit Head in the default routing

1. **Unit Head**

2. **Funding Approval**
   - Grant (Ledger 5) add Ag Sponsored Programs – Carma Brown & Hollie Schreiber
   - AA/AB non-grant add Ag Finance – Kathy Evans
   - AC all add Extension Finance Auditing – Starry Clark
   - AC only if DeptHead add Extension Asst Dir – Ross Love
   - AC non-grant voucher add Extension Finance – Suzanne McNatt (don’t include on Requests)

3. **Asst Dean/Director Approval – ONLY Out of State REQUESTS**
   - AA all add Assoc Dean – Edwin Miller
   - AB all add Asst Director – Jonathan Edelson
   - AC all add Asst Director – Ross Love