

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 (only on travel voucher; not 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 add Extension Finance – Suzanne McNatt

 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