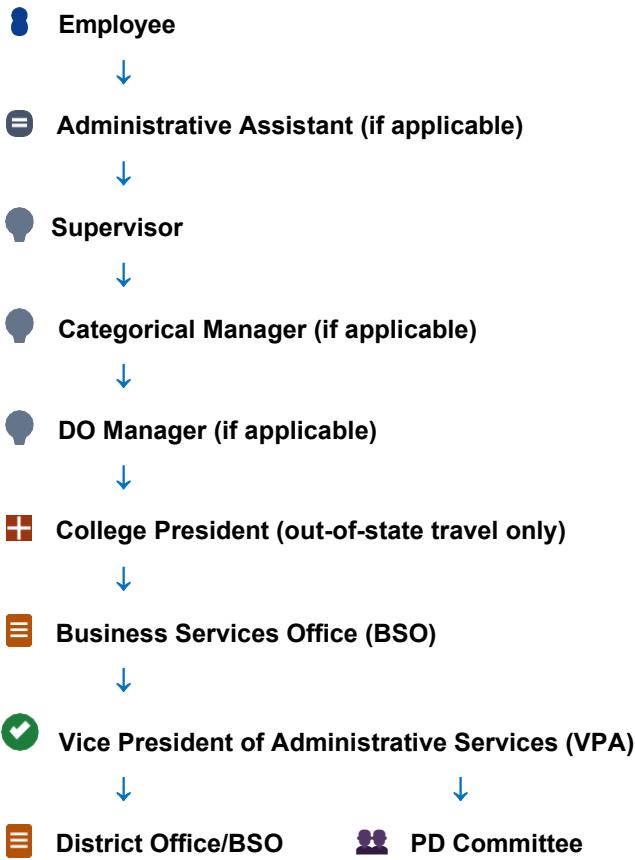


Travel Authorization & Reimbursement Claim Diagram

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STEP 1 — BEFORE TRAVEL

Request to Attend & Cash Advance / Prepaid Expense



VPA Approval: Allow Up to 7 business days

After VPA Approval

- Employee receives email notification of approval
- TAR claim sent to District Office & Business Services Office (BSO) processing
- Payment issued approximately 2 weeks after approval; BSO notifies employee

Professional Development Funding (if applicable)

- PD Committee reviews PD funding requests
- Allow up to **10 business days** after the application deadline
- Employee receives email notification of the PD Committee funding decision
- Payment: Check issued approximately 3 weeks after approval

Important Notes

- Step 1 approval is required before travel occurs
- Approval to travel does not guarantee approval of PD funding
- Cash advances or prepaid expenses cannot be issued without Step 1 approval

STEP 2 — AFTER TRAVEL

Request for Reimbursement



VPA Approval: Allow Up to 5 business days

After VPA Approval

- Employee receives email notification of approval
- TAR claim sent to District Office/BSO for reimbursement processing
- Payment issued approximately 2 weeks after approval
- BSO notifies employee; balance due instructions provided if applicable

Submission Deadline

Step 2 — Request for Reimbursement due no later than three (3) business days after attendance or return from travel.

⚠️ IMPORTANT NOTE: All required supporting documentation must be complete and submitted timely. Missing or incomplete documentation may delay review, approval, or payment and may impact when approvals or payments are issued.