# Life Cycle of a Travel Claim

- **Traveler** goes to FCS website and fills out a Travel Authorization request
    - **Traveler** presses the submit button
- An email arrives at the Financial Technician's computer
    - Financial Technician enters info into Travel Services forms and prints a Trip Authorization Request form
    - Sends Travel Authorization Request form to **Traveler**
- **Traveler** receives Travel Authorization Request form, signs it and returns it to Financial Technician (fax is OK here)
- Financial Technician requests Department Director signature and files
- **Traveler** buys plane tickets, makes hotel reservations, finds someone to feed the dog, kids, spouse, etc.
- **Traveler** travels and returns
- **Traveler** fills out FCS Travel Expense Claim and attaches all necessary receipts
    - **Traveler** sends to Financial Technician (no faxes here)
    - Financial Technician enters info into Travel Service's forms and prints a Travel Reimbursement Form and/or a Purchasing Card Travel Claim Form
    - Financial  Technician sends forms to **Traveler**
- **Traveler** signs forms and returns (fax OK)
- Financial Technician requests Department Director's signature, attaches receipts and TRAVEL AUTHORIZATION REQUEST and sends to College of Agricultural and Life Sciences (CALS)
- CALS signs and sends to Travel Services
- Travel Services processes claim and prints check or clears charges on **Traveler's** accounts receivable