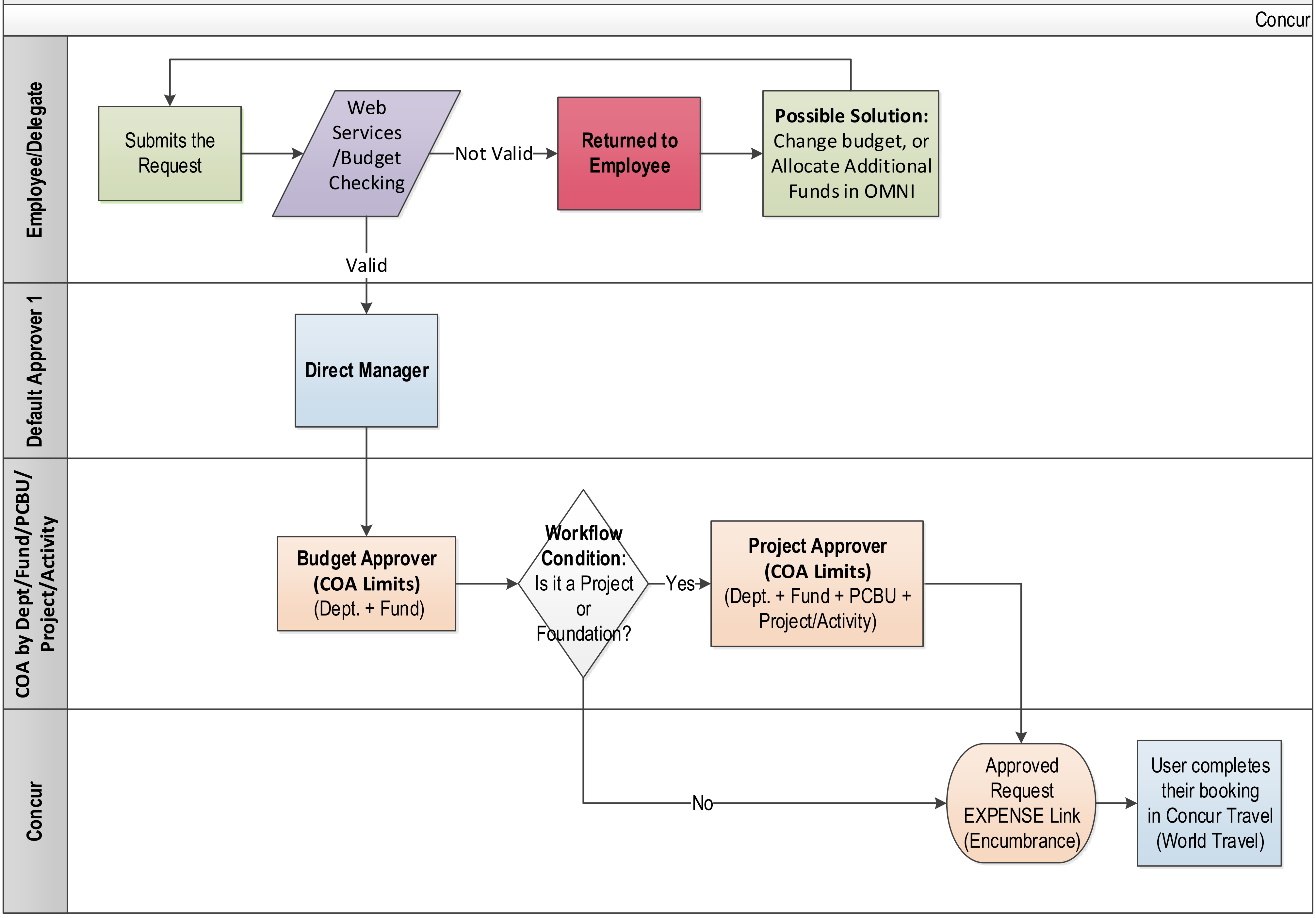
FSU General Travel Request (Request) Workflow

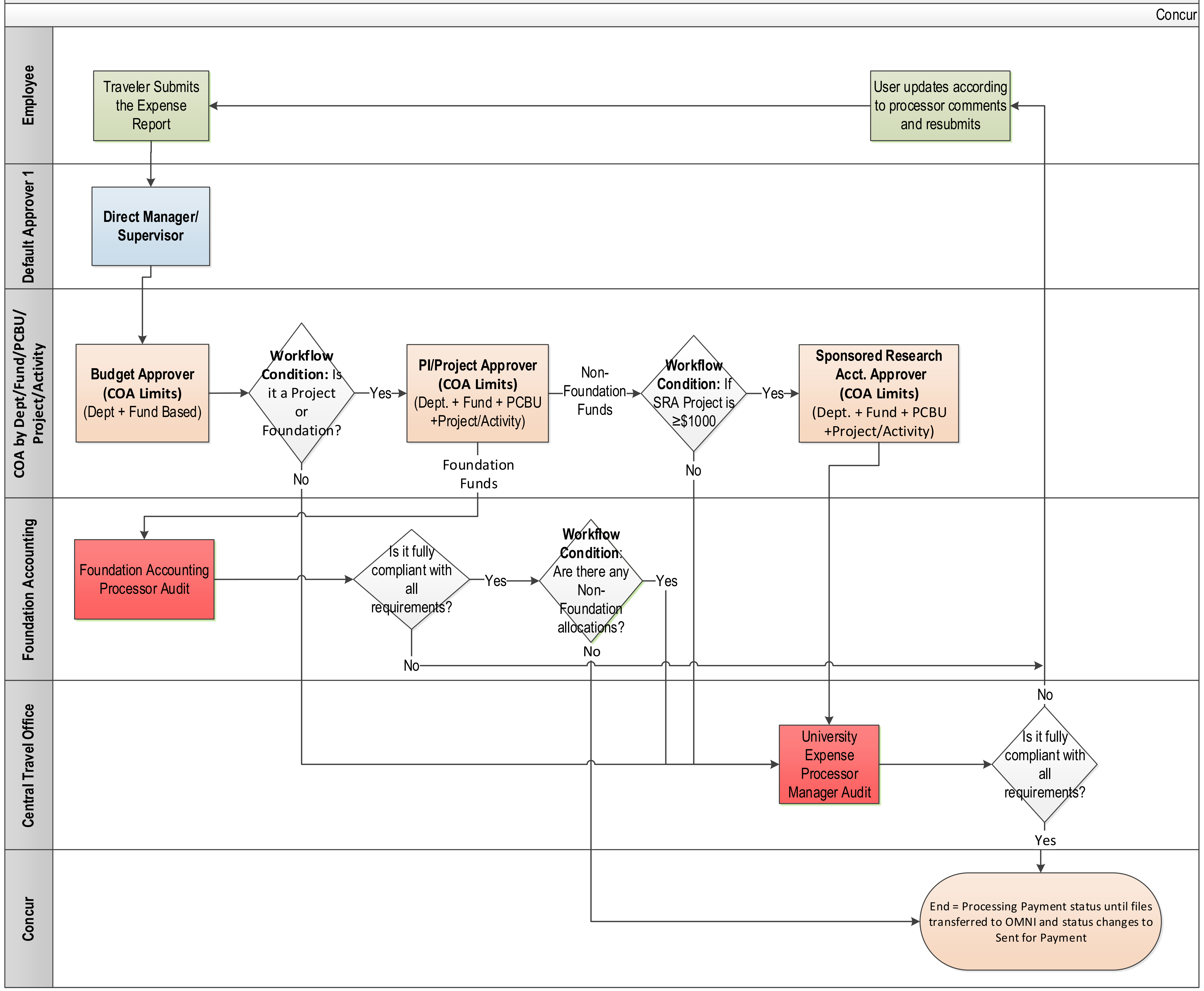

Concur
Employee/Delegate
Submits the Request
Web Services /Budget Checking
Not Valid
Returned to Employee
Possible Solution: Change budget, or Allocate Additional Funds in OMNI
Valid
Default Approver 1
Direct Manager
COA by Dept/Fund/PCBU/ Project/Activity
Budget Approver (COA Limits) (Dept. + Fund)
Workflow Condition: Is it a Project or Foundation?
Yes
Project Approver (COA Limits) (Dept. + Fund + PCBU + Project/Activity)
Concur
No
Approved Request EXPENSE Link (Encumbrance)
User completes their booking in Concur Travel (World Travel)

Each workflow step can be supported by ***a travel or approval*** *Delegate assigned by the user*

Exceptions/Notes:

- Encumbrance – Fully approved requests will lower a dept. available balance by the estimated funds
- **Approve and Forward to appropriate VP if travel is 30+ days**
- Non-Travel only expenses do not require a request, proceed forward with a Non-Travel only Expense Report

FSU General Expense Report (ER) Workflow


Concur
Employee
Default Approver 1
COA by Dept/Fund/PCBU/ Project/Activity
Foundation Accounting
Central Travel Office
Concur
Traveler Submits the Expense Report
User updates according to processor comments and resubmits
Direct Manager/ Supervisor
Budget Approver (COA Limits) (Dept + Fund Based)
Workflow Condition: Is it a Project or Foundation?
Yes
No
PI/Project Approver (COA Limits) (Dept. + Fund + PCBU +Project/Activity)
Non-Foundation Funds
Foundation Funds
Workflow Condition: If SRA Project is ≥$1000
Yes
No
Sponsored Research Acct. Approver (COA Limits) (Dept. + Fund + PCBU +Project/Activity)
Foundation Accounting Processor Audit
Is it fully compliant with all requirements?
Yes
No
Workflow Condition: Are there any Non-Foundation allocations?
Yes
No
University Expense Processor Manager Audit
Is it fully compliant with all requirements?
No
Yes
End = Processing Payment status until files transferred to OMNI and status changes to Sent for Payment

Each workflow step can be supported by ***a travel or approval*** *Delegate assigned by the user*

Exceptions/Notes:

- **Traveler must review and submit the expense report**
- If project is greater than $1k, approval needed from sponsored research
- If allocating (split-funding) expenses on an ER, expenses must be approved by all relevant COAs.