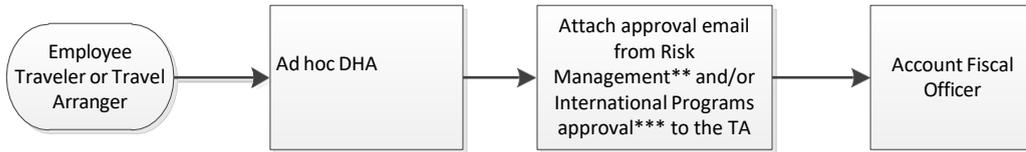


Travel Authorization (TA) In-state/Out-State/International/with Travel Advance



The TA will route to the traveler for approval.

DHA = Department Higher Authority

*For DHA approval ad hoc Approve in Kualu.

**RMI approval when required. The approval email is sent to the Travel Arranger and/or Traveler. When this is received it needs to be attached to the TA as well as any other items required by Risk Management.

***If a CSU Student is traveling abroad the approval from International Programs needs to be attached to the TA.