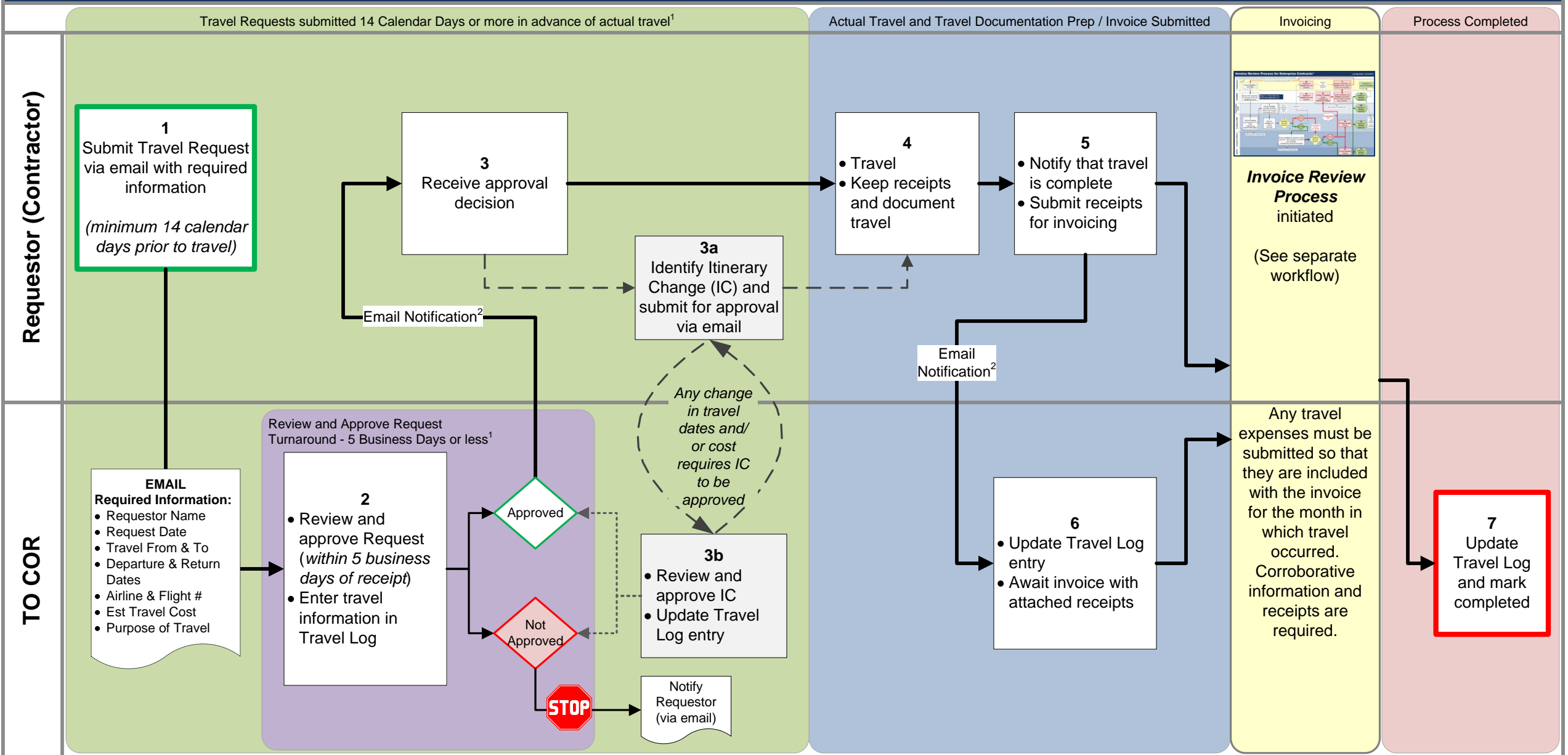


# Travel Request Review & Approval Process – Enterprise Task Orders

Revision Date: 08/20/2013



<sup>1</sup> Travel requests should be submitted with enough lead time to minimize travel costs

<sup>2</sup> Future enhancements of the *Travel Request Review & Approval Process* as well as the *Invoice Review Process* will include automating steps to minimize manual submittals