Quick Reference Guide: Pre-Travel Requirements

Beginning August 1, 2023

Travel Type	Pre-Travel Requirements	Spend Authorization Routing in Workday
In state	• No spend authorization required. • Cost Center Managers may want to continue using the Spend Authorization task in Workday to maintain accurate account ledgers. Ask your department administrator about your department's preference or policy.	NA
Out of state, domestic	• Spend Authorization required. o Approval routing at department level only.	Traveler → Traveler's Supervisor → Cost Center Manager
International	• Fill out the International Travel Form, available on the International Compliance website, internationalcompliance.uams.edu. • Spend Authorization required. o Approval routing at department level only.	Traveler → Traveler's Supervisor → Cost Center Manager

IF car rental or cash advance indicated in a Spend Authorization expense line, one additional level of approval is added. In these cases, an Expense Partner is the last level of approval.