

Approval workflow in Concur

Travel

Reimbursement

In-state travel

1) Budget officer

2) Supervisor

3) Division director

1) Budget officer

2) Supervisor

3) Division director

Out-of-state travel

1) Budget officer

2) Supervisor

3) Division director

4) Executive director

International travel

Includes Hawaii, Alaska, and U.S. territories

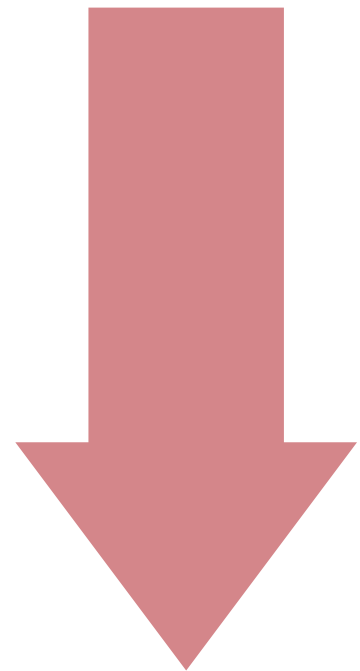
1) Budget officer

2) Supervisor

3) Division director

4) Executive director

5) Chief of staff



division of
Finance

Travel and reimbursement

Executive directors

Reporting to the governor

1) Budget officer

2) Chief of staff

Not reporting to the governor

1) Budget officer

2) Board chair

Or

2) Deputy director

The chief of staff

1) Budget officer

2) Governor

P-card reconciliation approval workflow

1) Budget officer

2) Supervisor