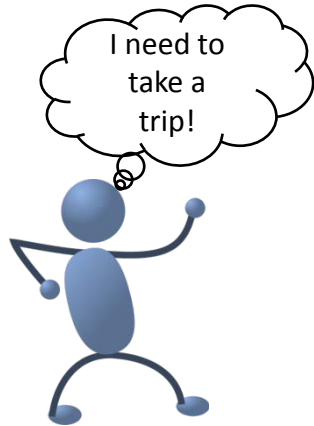


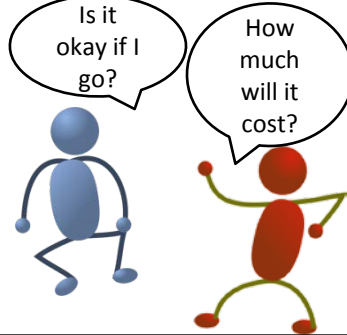
# The Travel Process at UVA

## Identify Need to Travel



Potential change: Simplify Guest Travel

## Prepare Travel Estimates and Request Approval



Potential change: Travelers will have up to 100% over the rate guide amounts for lodging and meals regardless of fund source. Additional approval required for more than 100% over.

## Verify Export Control Compliance



Potential change: Duty of Care and Export Control workflows will be electronic through the booking tool, allowing travelers to comply with Federal law and not incur personal fines.

## Receive Approval



Potential change: FYI email will be sent to your supervisor as you book the trip (if your supervisor opts in).

## Determine Payment Method



Potential change: Removal of the hotel restrictions on Pcards

## Book Trip



Potential change: Integration with expense tool

## Take Trip



Potential change: Receipts may be captured electronically through pictures on your smart phone. Boarding passes are no longer required. Duty of Care capability with an app to check in.

## Changes to Trip



Potential change: 24/7 customer service for all trips booked through the travel solution.

## Return Home



Potential change: No more double entry. No more paper travel workbooks. Expense reports will electronically integrate with travel booking tool to minimize info needed to be entered.