**All Out of State Travel1 and In-State Travel using Departmental Funds**

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| DFM “FMAway”  Online System  *(“FMAway” notifies supervisor for approval)* |

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| IU@Travel  Online System  *Departmental Travel Approval by Financial Support Specialist* |

**Vacation/Sick Requests and In-State Travel with *NO* Departmental Charges**

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| DFM “FMAway”  Online System  *Departmental Days Approval by supervisor* |

**Use of Consulting Day(s) Request**

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| DFM “FMAway”  Online System  *Departmental Days Approval by Director of Finance*  *(“FMAway” notifies supervisor where appropriate)* |

1All IU travelers are required to obtain prior-authorization for any out-of-state trip. This allows the IU Traveler Safety Committee to report on the presence of any faculty or staff that may be present in a particular region, should a conflict or natural disaster occur. Authorization is achieved through the creation of a new trip in IU’s online travel system. The electronic trip document will route to the responsible fiscal officers for review, and their approval constitutes official authorization. If a trip document has not been created prior to departure, the traveler's department and the broader IU safety community may be unaware that he or she is present in a conflict or disaster region, or may find the traveler unreachable. This could prevent access to the full range of emergency support that would typically be provided to IU travelers. <https://protect.iu.edu/travel/authorization>