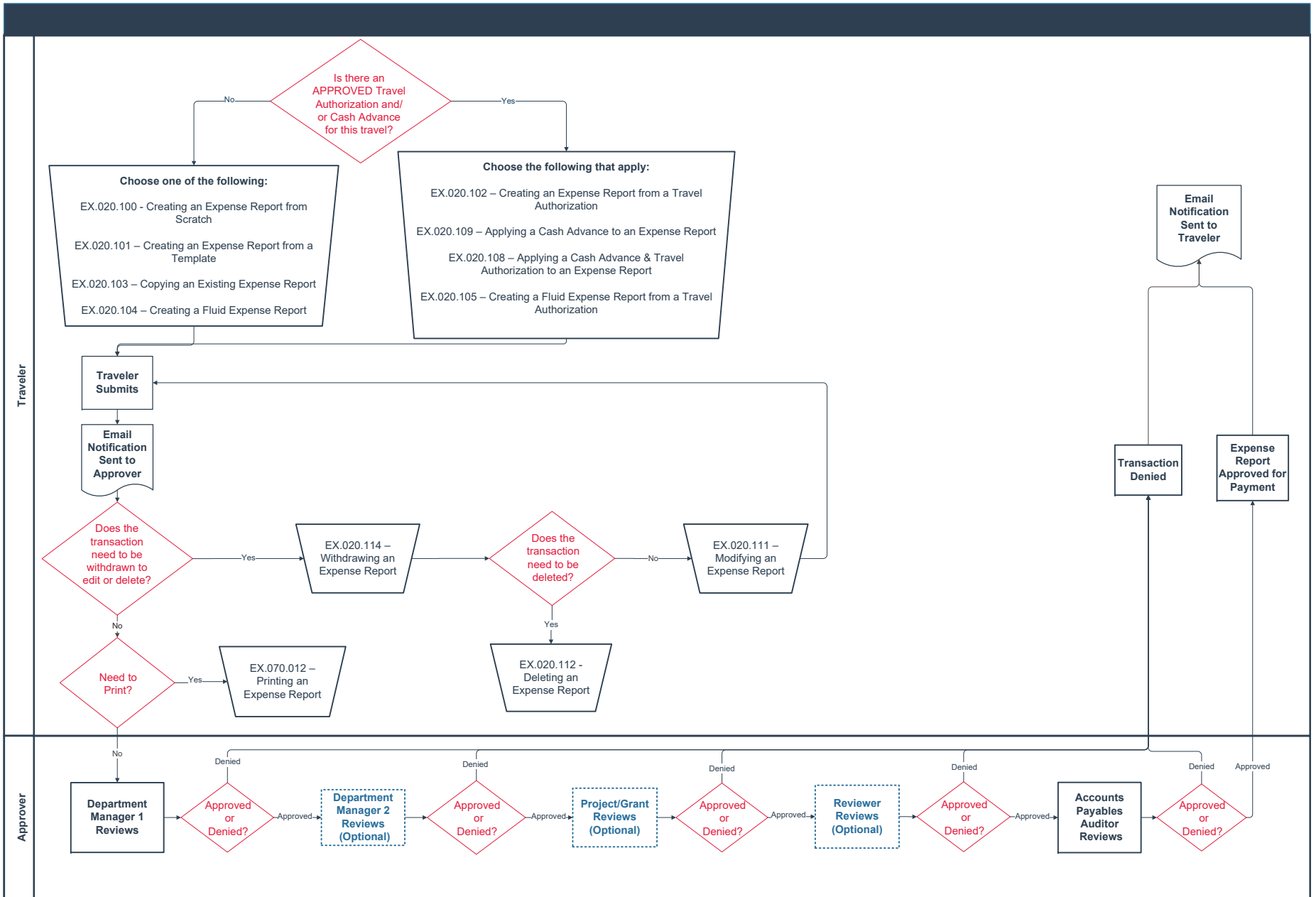
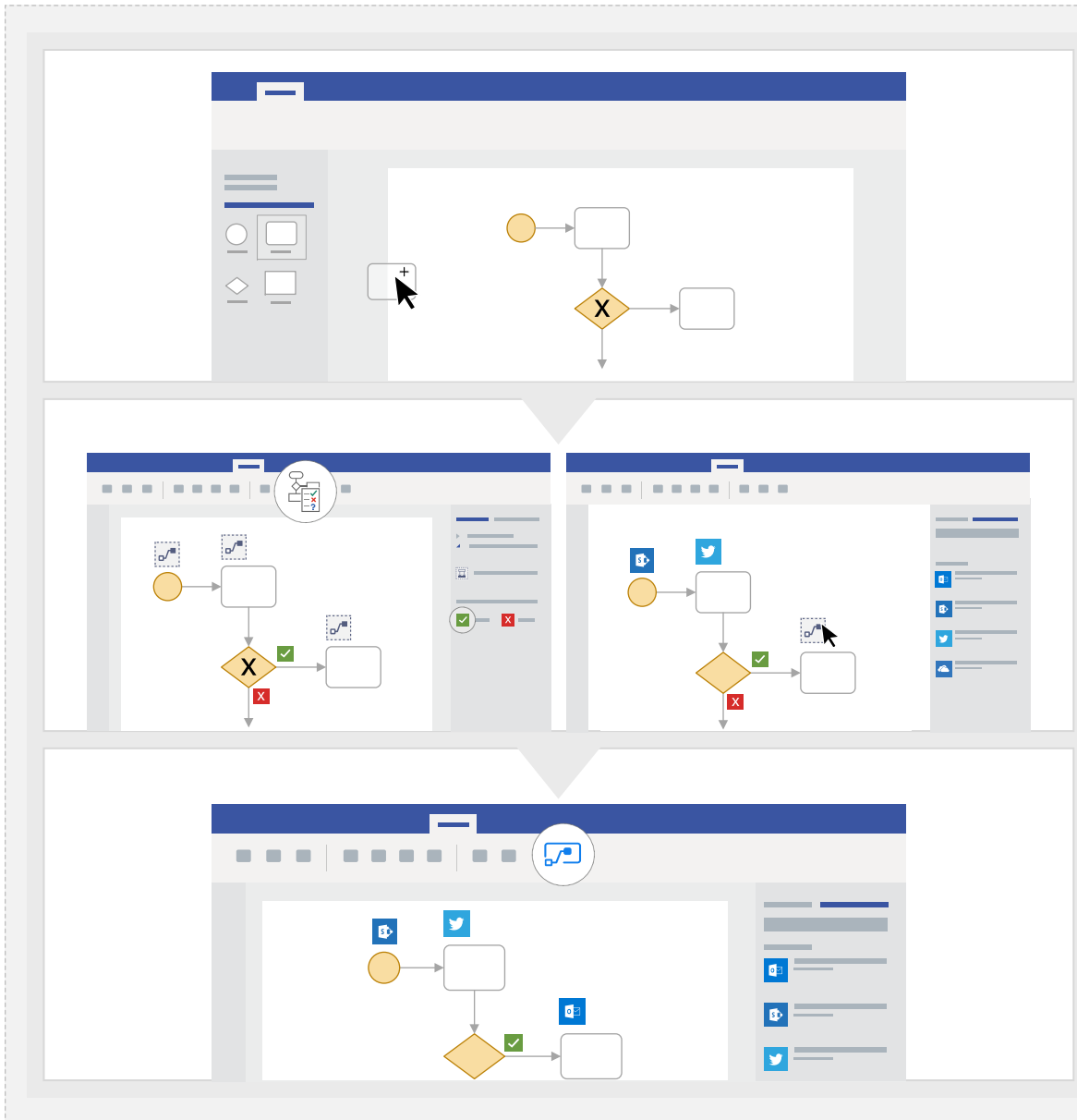


Travel & Expenses Workflow – After Travel

Workflow is the electronic approval process used for Travel & Expense transactions. When a transaction is submitted, the system routes it through predefined electronic workflow levels based on the Department ID used on the transaction. If a Project ID is used, an additional approval level is added. The approver assignments are maintained by the institutional Expense Administrator.





Open or create a BPMN diagram

Open an existing BPMN diagram or create a new one using the BPMN stencil.

To access the BPMN stencil, go to Shapes > More Shapes > Flowchart > BPMN Basic Shapes.

Prepare to export

When you're ready, select Prepare to Export under the Process tab. Next, configure the gateways under the Flow pane settings tab. Finally, select the placeholders on the canvas and choose the appropriate trigger or action from the Flow pane.

Export your diagram to Microsoft Flow

Under the Process tab, select Export to publish the diagram to Microsoft Flow.