

## Who To Submit Travel Documents To

**Travel Authorization Request Submission Table**

<b>If you submit this type of request...</b>	<b>And the traveler's last name begins with...</b>	<b>And you are requesting an advance...</b>	<b>Task it to this individual</b>
Individual In-State (non-athletic)	A - F	No	Fran Crowe
Individual In-State (non-athletic)	G - L	No	Lucy Huang
Individual In-State (non-athletic)	M - Z	No	Angela Strickland
Individual Out-of-State (non-athletic)	A - Z	No	Angela Strickland
International	A - Z	No	Fran Crowe
All Athletics	A - Z	Yes or No	Fran Crowe
Group In-State (non-athletic)	A - Z	No	Angela Strickland
Group Out-of-State (non-athletic)	A - Z	No	Angela Strickland
Non-Athletic Request with an Advance	A - Z	Yes	Angela Strickland

**Travel Expense Report Submission Table**

<b>If you submit this type of report...</b>	<b>And the traveler's last name begins with...</b>	<b>And the traveler received an advance...</b>	<b>Task it to this individual</b>
Individual In-State (non-athletic)	A - F	No	Fran Crowe
Individual In-State (non-athletic)	G - L	No	Lucy Huang
Individual In-State (non-athletic)	M - Z	No	Angela Strickland
Individual Out-of-State (non-athletic)	A - Z	No	Angela Strickland
International	A - Z	No	Fran Crowe
All Athletics	A - Z	No	Fran Crowe
Group In-State (non-athletic)	A - Z	No	Angela Strickland
Group Out-of-State (non-athletic)	A - Z	No	Angela Strickland
All Expense Reports with an Advance	A - Z	Yes	Brittany Jackson