Each workflow step can be supported by a preparation or approval Delegate assigned by the user.

Reporting only Exceptions (no impact to workflow):
- Trip Type – International or Risk Level 4 or 5

Exceptions:
- International Travel: Requires VP/President Approval
- War Risk – Must go to Chancellor’s office – Audit rule will be created with High Hazard countries.

Custom fields needed
Booking Control Field:
“How will you Book your Travel?”: (List options below)
1. Request created FROM Travel Booking
2. Request FOR Online/Concur Travel Booking
3. Request FOR Offline/CTP Travel Booking
Each workflow step can be supported by a preparation or approval Delegate assigned by the user.

Audit Rule: *A Request is required when:
- Report/Trip Purpose *Not Equal to*
  - Non-Travel
  - Mileage Only
- Exception Code = REQUIRED

Exceptions:
- TBD