Before Proceeding:

1. Ensure PO has a valid budget check.
2. Ensure PO is fully approved in workflow before submitting documentation

Important Reminders:

- **After an Express PO is budget checked**, please **DO NOT CHANGE THE WORKFLOW.** If the workflow is incorrect, cancel & budget check express purchase order and create a new PO with the correct information.

- **Always use an Express PO if one of the following applies:**
  - Traveler using AAA Travel Services
  - Traveler will be getting a Travel Advance
  - Travel Engagement greater than $4,999.99
  - Travel Crosses Fiscal Years
  - Mandated by your Unit

- If none of the conditions above apply, Department Rep. can use a regular voucher or express purchase order for travel.