Is money available? *(Check current budget balance)*

**Given by:**

The Finance Officer or equivalent (in some cases this will be the travel officer, lab technician, chief investigator, or even the financial delegate or budget holder)

**Purpose of this approval:**

Check current budget balance.
This step is not so much an approval, but a check that the nominated budget still has funds available for travel.

**What does the approver need to know to perform the approval?**

- What is the expected cost of the trip?
- When will the trip take place?
- Specifically, where is the money coming from? Preferably the UniFi chart string(s) or at least a clear and specific description.