



# TRAVEL REIMBURSEMENT PROCESS

Revised August 17, 2013


The following steps apply to anyone travelling on behalf of the university who requested and received approval for a Travel Number (T#) prior to their travel. **Travel made without a T# in place prior to departure will not be reimbursed.**

1. When you have returned from your trip, complete the appropriate fields on the Worksheet affixed to the front of the Travel Reimbursement envelope:
  - Traveler Name
  - Travel #
  - Date and Time of Departure
  - Time of Time of Return
  - Summary of Trip Expenses
  - Detail of Meals and Lodging
  - Detail of Other (Misc) Expenses

If you have more than 6 “other” expenses you may include a spreadsheet detailing each of the charges in the same format as can be found on the form (Date, City, Description/Reason, and Amount).

2. Scan the worksheet and all receipts and supporting documentation. Receipts must indicate “PAID” status. Hotel “receipts” that are placed under your door before you check-out do not usually indicate “PAID” – you must check-out at the desk. If you are missing a receipt you may include a copy of your credit card or bank statement showing the charges. Other information may be redacted from the statement.

### Scanning Receipts:

1. Select **Scanner**
2. Tap **BSC Upload**
3. Tap **Send File Type / Name...**
4. Tap **File Name**
5. Enter T#
6. Press **OK** twice
7. Tap **Scan Settings...**
8. Tap **Scan Size**
9. Tap **8 ½ X 11** (or a larger size)
10. Press **OK**
11. Press Start 
12. When you are done scanning press **#**

3. Enclose all original ITEMIZED receipts in the envelope and return to Savenda Fulton.
4. Eric will upload your receipts and documentation to the Arts and Sciences Business Services Center (BSC).
5. Once the BSC has entered your reimbursement you will receive an automated email to verify the keying of your information and to certify that the reimbursement is in accordance with the university’s Travel Policy. Once you have certified the reimbursement another member of the BSC must approve the reimbursement. Once it has received final approval the reimbursement will be direct deposited to the same bank account as your paycheck.

**DONE!**