Travel Information

Pre Travel:

1. Please make sure to submit your travel ticket before you travel. This helps us organize everything on our end so that we are able to better serve the traveler.
2. If personal travel is involved, please add the full range of travel dates on the ticket.
3. The dates on the ticket are flexible. If for some reason the travel dates change, just let us know! There is no need to create a new ticket.
4. Please make sure to run a valid cost comparison if airfare is purchased out of our approved vendors or if personal travel is involved on the same day airfare is purchased. Feel free to contact anyone on the travel team to learn how to run a valid cost comparison or we can run one for you.
5. Once you return, please attach all receipts to the ticket.

Post Travel:

1. You can attach receipts by pulling up your Triage ticket on a campus computer or through VPN access and adding an electronic receipt by clicking the plus button under “attachments.”
2. A receipt should be itemized that shows the last four digits of the card used. If cash is used, the receipt should already note the method of payment.
3. We will always need airfare and lodging receipts even if you are not requesting reimbursement for those expenses.
4. Please make sure to provide a business purpose for all of your expenses.
	1. Specifically for ground transportation costs. For example, you could have an uber expense with the purpose “uber from airport to hotel.”
	2. If your hotel room is upgraded, please let us know why
	3. Wifi on planes will also need a business purpose
5. If you have international travel that has several receipts in a foreign language, please provide a brief description of each receipt.
6. Please make sure your receipts are attached in a timely manner, we have a 60 day deadline to process your reimbursement that starts on your last day of travel.

General notes:

1. If you use a procard, please make sure to attach a ticket or email it to us!
2. We are here to help if there are any questions, comments, or concerns please let us know!