

Travel Start to Finish

1. Request for Authorized Travel

(Original or Electronic Document Retained in Department File)

All official University travel should be authorized before travel commences, regardless of the amount requested. Therefore, each employee/traveler must complete a [Request for Authorized Travel](#), which is reviewed and approved by Budget Unit Head, Approving Agent and Vice President/President (if applicable).

If the employee does not intend to seek reimbursement, this document should be processed for insurance purposes only, so the employee and Budget Unit Head/Supervisor will have proof the traveler is on official University business.

Note: Request for Authorized Travel must be maintained in the Budget Unit Head's file.

2. Travel Expense Account

(Original or Electronic Document Submitted to Business Affairs/Travel)

All expenses must be submitted on a [Travel Expense Account](#) document along with the appropriate supporting documentation.

Note: If the traveler has both T-Card and personal reimbursement charges, a Travel Expense Account form must be completed for T-Card charges and a separate form for personal reimbursement charges.

Receipt Requirements:

Note: SALE RECEIPTS MUST ALWAYS BE ORIGINAL

- Fuel
- Baggage Fee
- Uber/Lyft/Taxi
- Parking

T-Card Charges/Personal Reimbursement Requests: All receipts must have a zero balance.

3. T-Card Reconciliation (Cardholders and Approvers)

(Original Bank of America Statement and Reconciliation Log ONLY Submitted to Business Affairs/Travel)

- Physical Reconciliation
- Works Electronic Reconciliation