Travel Services uses a paperless travel reimbursement and registration payment process.

This process, called Web Travel, allows campus departments to submit travel claims and registration payment requests online. Supporting receipts are attached via ImageNow, an imaging storage and retrieval system. Departments are required to maintain original receipts and provide them to auditors upon request.
Traveler reimbursements for are paid via electronic deposit to the traveler's bank account. Travel Advances, issued for meals, room and/or pre-registration expenses, are issued as checks and cannot be direct-deposited.

The University strongly suggests that departments pre-pay the vendor directly for the traveler's conference registration fee using the pre-payment function via Travel Authorization in Web Travel. Prepaying the individual for a conference registration fee is not desired, but exceptions are possible.

Travelers are required to personally sign/date a Traveler Acknowledgment page when requesting Travel Advances and/or Travel Reimbursements.

If a traveler chooses to pay for conference registration with their own monies, Travel Services may issue the amount as a Travel Advance to reimburse the cost only if there is a justification in the Notepad section. This justification should provide the reason the traveler paid for the registration instead of following the preferred procedure of requesting the University issue registration payment to the conference vendor directly on behalf of the traveler via Travel Authorization (see Policy 1309, Registration Fees.). Any registration request payable to the traveler and missing the required justification will be denied and sent back to the preparer.

If an exception is granted and a Travel Advance is issued for registration costs, the preparer will need to include the registration fee in the reimbursement details section of the Travel Reimbursement document in order to settle/reconcile the travel advance. If registration payment is issued directly to the conference vendor, the amount does not need to be included in the reimbursement request.

Travel Advances must be reconciled after the trip by processing the Travel Reimbursement against the original Travel Advance request. Advances are generally only available for foreign travel and student travel.

Forms and Instructions

Departments can view web-enabled training for Web Travel through the Finance and Accounting Training website.

Related Data

1308.1.1rd – Reference List of Travel Expenses

Travel Allowances

History

Revised:
May 27, 2016: Added Travel Allowance reference.
December 18, 2014: Added information on travel advance and reimbursement guidelines.
October 1, 2014: Updated reference to ImageNow.
May 28, 2010


Attachments:

1308.1.1rd - Reference List of Travel Expenses