Procedures for Travel Reimbursement

A. Completing the Form
Upon completing travel for the university, the Travel Expense Report, available at the Accounts Payable website under the University Vice President for Finance and Treasurer at http://treasurer.cua.edu/, should be filed. This report can only be used for only travel reimbursements. Procedures for completing the Travel Expense Report Form are also available on the Accounts Payable website.

B. Attaching Documentation
Original receipts are required for all claimed reimbursements, as described in the Travel Policy.

C. Approvals
Travel Expense reimbursements require the organization manager or other authorized signatory to approve the expense report before submission to Accounts Payable. No one can approve his/her own expense report.

D. Checklist of things to include with the travel reimbursement
- Purchase order number (if applicable)
- Name of traveler
- Campus address and phone number
- Dates of travel
- Purpose of travel -include destination
- Original receipts for all claimed reimbursements
- Complete account chart field to be charged (If PO number is not be provided)
- Amount of advance, if received
- Signature of requester and approver

Questions: Contact Accounts Payable at x5041.