

To request reimbursement for out-of-pocket expenses, the traveler needs to complete the bottom half of FORM R “Travel Reimbursement-Overnight Travel Only” after completion of the trip.

STEPS TO COMPLETE:

Step 1 In Section I, complete information from **FORM A** (airfare, registration fee, etc. paid with ProCard) and attach proof of payment.

Step 2 In Section II, complete out-of-pocket expenses paid by cash, personal check or personal debit/credit card.

Step 3 Attach all original receipts for Section I and Section II

Step 4 Forward to department chair, dean/director or supervisor for approval (**original signatures required**)

Step 5 Forward approved form and original receipts to Accounts Payable for processing

Contact List Information:

Travel Reimbursement Processing	Paula Blanchard ext. 6018
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