

Travel Reimbursement

Tips:

*Make certain your travel dates are correct.

*Enter specific reason for trip. Do not enter simply 'conference' or 'meeting'.

*If you purchase your own airfare, 'economy class' and 'non-refundable' must show on the ticket.

*Lodging receipts must show charges itemized by day with taxes and fees on separate lines.

Receipt must also show hotel name and address.

*Please print out your conference website pages that include: what the conference is for, itinerary, whether meals are included, registration, hotel, etc. Turn this in with your expense report.

*If you are not going to a conference, please print out itinerary of who you are meeting and the university related purpose.

*If in doubt, ASK. It is better to inquire than not receive reimbursement later.

*University travel policies are available on the website here:

<http://treasurer.tennessee.edu/travel/>

Step 1 Create Travel Request

- Make request ahead of trip.
- <http://micro.utk.edu/about/travel.php>
- If it is an international trip, you must also complete paperwork through CIE (Center for International Education) for your trip to be approved.

Step 2 Need Airfare or Registration?

- With at least 3 weeks prior to your deadline, inform the travel administrator in your Microbiology office that you will need your registration paid for.
- With at least 3 weeks prior to your deadline, inform the travel administrator in your Microbiology office that you will need your airfare paid for.

Step 3 After the trip

- Turn in your travel expenses on the Travel Expense Worksheet form.
- Please include your hotel, airfare, and other receipts .
- Turn in your expenses within 30 days of your trip.