

Travel Registration and Reimbursement Help Document

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Step 1: This is the same required information requested on the old 'Travel Request Number form'. Please fill out as usual.

Step 2: If you need Paige to book reservations for you, flight, hotel or rental car, please select what is needed. Also provide any additional information that may be necessary to booking your travel reservations.

*Accounting Distribution: Please ensure that you have the correct accounting information provided. If you need to speak with your Professor to get this information, please do so. Without this part filled out, the travel **WILL NOT** be processed.

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Step 3:

Early Reimbursement: This step will be completed **ONLY** if an Early Reimbursement is needed. Please turn in all receipts that you need reimbursed with this step 3 portion filled out.

Final Reimbursement: When you return from your trip, you will need to pick up your partially filled out 'Travel Registration and Reimbursement Form' from Paige, fill out the Final Reimbursement portion and provided the necessary receipts.

*Please note that if you have attended a meeting, conference, presented or accepted an award at a publicized meeting, you **NEED** to have the agenda showing that you attended that meeting. If it is not provided, the travel will NOT be processed.

If you have any questions, concerns or need clarifications, please contact Paige Jorgensen at paige.jorgensen@civil.utah.edu, 801-585-7710, or stop by her office MCE 2004.