

Employee Travel

Travel requisitions must be approved by the Travel Office prior to employee travel.

Funding must be in place and proper approvals secured before the Travel Office can approve travel.

The university is not obligated to reimburse employees for expenses incurred during non-approved or unauthorized travel.

To Obtain Approved Travel

Two forms are required to complete the travel requisition process, one is a manual form, one is an online requisition.

Manual Form

Prepare, sign, and date the manual Travel Requisition form. This form is available on the college website. Submit the form and all required documentation (lodging confirmation, meeting documentation, international travel approval [if needed], student release [if needed]) to the Associate Dean's office for approvals and forwarding. The Associate Dean's office will route the manual travel requisition to the appropriate approvers and then to the Travel Office.

Online Form

In addition to the paper form, coordinate with your Associate Dean to submit a Travel Requisition through SciQuest. Only the Associate Dean's office can submit the travel requisition into SciQuest. The Associate Dean's office will route the online form to the appropriate approvers. The Travel Office will not approve travel requisitions that do not follow this submission and approval procedure. When the requisition has been approved by the Travel Office, follow Travel Office policy for making travel arrangements (airline tickets, rental car, etc.)

Travel Reimbursement

Submit a paper Travel Claim form with all required receipts and documentation to your unit head.