Travel Card & Personal Reimbursement

PSC Procedural Statement: Travel

International AP Payment Matrix

To find this Travel Card & Personal Reimbursement Form, click the link <u>here</u>.

Department/Unit *

- Select -   (1)

Department/Unit/PI E-mail

(2)

Are you completing this form on someone's behalf? *

○ Yes   (3)

○ No

Request is for: First and Last name *

(4)

Request is for: E-mail *

(5)

CU Employee? * (6)

○ Yes

○ No

Are you submitting travel-related expenses? * (7)

○ Yes

○ No

1. Select 'Mechanical Engineering'.
2. Add PI email address if you would like them to be notified of the form submission.
3. If you are completing this form on your own behalf, select 'No'.
4. Enter your First and Last name
5. Enter your email address
6. If you are a CU employee select 'Yes'.
7. If you are submitting expenses related to travel, select 'Yes'.

Itemized list of expenses (itemized receipt required with proof of payment):

Include airfare, ground transportation, lodging, registration, rental car, rental car gas, parking, tolls, etc. In addition, this area can be used to submit receipts for personal reimbursements if you used your personal card for the purchase(s) and the purchase(s) was/were not travel related.

Expense 1: Date *

[Month ▾] [Day ▾] [Year ▾] 🗓 (8)

Expense 1: Vendor *

[   ] (9)

Expense 1: Amount *

[   ] (10)

Expense 1: Speedtype 1 *

[   ] (11)

Expense 1: Add a funding split? * (12)

○ Yes

○ No

Expense 1: Description of item(s) purchased * (13)

[   ]

Expense 1: Business purpose (how does this purchase benefit CU?) * (14)

[   ]

8. Using the dropdowns, select the the date of transaction (the date on the receipt).

9. Enter the name of the vendor.

10. Enter the amount charged as shown on the itemized receipt.

11. Enter the Speedtype you wish the expense to be allocated to.

12. If you would like the charge to be allocated to multiple Speedtypes, select 'Yes'.

13. Enter a detailed description of the items purchased.

14. Explain specifically how what was purchased will benefit CU business.

Expense 1: Travel card used? * (15)

○ Yes

○ No

Expense 1: Is this for an official function? (i.e., food purchases) * (16)

○ Yes

○ No

Expense 1: Is this a software purchase? (17)

○ Yes

○ No

Expense 1: Attach receipt 1 (18)

Choose File | No file chosen   Upload

Files must be less than **2 MB**.
Allowed file types: **jpg jpeg png eps tif psd pdf doc docx xls xlsx**.

Expense 1: Attach receipt 2

Choose File | No file chosen   Upload

Files must be less than **2 MB**.
Allowed file types: **jpg jpeg png eps tif psd pdf doc docx xls xlsx**.

Expense 1: Attach receipt 3

Choose File | No file chosen   Upload

Files must be less than **2 MB**.
Allowed file types: **jpg jpeg png eps tif psd pdf doc docx xls xlsx**.

Add another expense? (19)

○ Yes

○ No

Submit

15. Choose 'Yes' if the expense was purchased with a Travel card.
16. Official functions are often business lunches, food purchases, meeting expenses, etc.
17. If this is a software purchase, an ICT review will need to be attached.
18. Attach an itemized receipt for the expense. If needed, attach multiple receipts/supporting documents.
19. Add another expense, if needed.