

Steps to get reimbursed for travel



1. Fill out the *In-Person Travel Estimate of Expenses* form.
2. Send completed forms to Julia Yarboro (jyarboro@fsu.edu).
3. Julia will create and submit a travel request in Concur on your behalf.
4. Fill out the *Department Less than* form. The Travel Authorization Number will be provided once the travel request has been approved.
5. Please send Julia the following within 10 days of your return (or before):
 - a. Your receipts and proof of payment

The university requires both the receipt with details of what was purchased and the proof of payment. If the receipt does not include the last four digits of your card number, please provide a bank statement reflecting the charge on your card.
 - b. For conferences: please include a copy of the program/agenda.
 - c. For airfare: include the itinerary with the ticket number, flight details and dates, your name, and proof of payment.
 - d. For receipts in a foreign language, please provide a brief translation.
6. After Julia has prepared your Expense Report in Concur. You will receive an email once it has been entered. Please proof-read and click the red submit button (top right corner).
7. Once the Expense Report has completed the approvals flow, your reimbursement will be disbursed.

Additional notes regarding your trip:

- The *Travel Guide* tells you what can/cannot be reimbursed.
- Please follow-up on your travel, especially during periods of high volume (e.g. AAR/SBL or SECSOR).
- Receipts may be sent to Julia prior to your trip, which will help expedite the reimbursement process after your return.

Regarding COVID-19 and Travel (subject to change):

- For countries requiring COVID-19 tests after arrival, FSU currently reimburses those tests with receipts.
- If obtaining travel insurance, please verify with Julia prior to purchase.

Summary of documents needed:

- In-Person Travel Estimate form
- Department Less than form
- Receipts with proof of payment
- For conferences, a copy of program/schedule

All forms and requested documents can be submitted electronically to jyarboro@fsu.edu.