

## Faculty Travel Award Reimbursement Process

### Due Date

The following must be submitted to the Office of Faculty Affairs and Professional Development within 30 days after the last date of travel.

### Reimbursement Checklist

- [Travel Expense Claim Form and Travel Expenses-Itemized Listing of Actual Expenses Form](#)
- Conference/meeting agenda, program, or published dates of conference
- Original Passenger Receipt; if a copy is submitted it should be stamped and signed by approver
- Original Lodging Receipt; if a copy is submitted it should be stamped and signed by approver
- Proof of Payment: Receipts that include last four digits of credit card and last name; or a copy of your credit card statement showing proof of payment that includes your name and at least the last 4 digits of account number (If your statement does not show your name, please provide a copy of credit card)
- Approved Request for [Authorization to Travel/Travel Advance Form](#)
- Hardcopy of email from Faculty Affairs notifying you of your award