

## Travel Expenses Claim (<https://www.mtsu.edu/boffice/travel.php>)

The Travel Expenses Claim is the request for reimbursement and should be submitted no later than thirty (30) days following the completion of any travel.

The form is available for 45 minutes. If you find you're running low on time, use the 'Save Progress' option at the bottom of the page. The saved form will be accessible through Dynamic Forms on the Pipeline homepage.

Prior to opening the dynamic form, have all support and receipts in one PDF document and have names/emails of approvers for funding indexes.

- **Payee:** person traveling
- **Prepared by:** self-populates
- **Are you the Travel Claimant (the Payee)?:** mark accordingly
- **Claimant address:** home address
- **How many approvers must sign this form:** select your approver number
  - **See flowchart**

Refer to your Travel Authorization Request for list of approvers. If approving index has changed or a new one has been added, make approver changes/additions.

- **Supporting Documentation:** all supporting documents must be in ONE PDF including:
  - Any charges paid by the department PCard
  - Receipts: hotel, airline, registration, parking, rental, other - must be itemized and show traveler's name and payment information
- **TA#:** from Travel Authorization Request
- **Index-Account-Amount:** find this information on the Travel Authorization Request. If final totals differ, adjust Amount to equal the Gross Travel Total.
- **Travel Purpose and Additional Explanation:** find this information on the Travel Authorization Request
- **Explanation of "Other" expenses:** if needed
- **Begin Date:** when travel began
- **End Date:** when travel ended
- **Complete the travel claim – one line for each day of travel**  
List destination and then your location or 'vicinity' each day until return. List expenses by date paid. If prepaid, list on top line (e.g., airfare, registration). Claim must include all expenses associated with the trip.
- **Gross travel:** self-populates This total should match the Index-Account-**Amount**
- **Less Temp. Travel Advance:** if any (International/Group Travel only)
- **Less MTSU Paid Expenses:** if any
- **Less PCard Charges:** include any travel costs paid by department PCard
- **Citizen status:** mark accordingly
- **Either Save Progress or Next for signature**

Any special circumstances or exceptions that do not conform to this form, please ask your support staff or Accounting Services/Travel for help.

Questions? Check the Travel policy at <https://mtsu.edu/policies/business-and-finance/658.php> , FAQ's under Resources at <http://mtsu.edu/boffice/travel.php> , or your local support staff.