

## HOW TO TRAVEL CHECK LIST

*UPI and the University require that you have authorization prior to travel. If you do not get a Travel Authorization you will not be reimbursed for any of your travel expenses.*

### Prior to Travel

Fill out the **Request for Travel Authorization Form** and e-mail it to Jekaterina Mileiko.

The Department can pay with a credit card for your meeting Registration once you have been approved for travel. Please contact **Jekaterina Mileiko** to arrange for payment.

Use online **Concur Travel & Expense System** or contact **Christopherson Business Travel (1-855-462-8885)** to arrange for your airline tickets and give them your ST Number so they can bill the University directly.

*Note: When you are traveling with a coworker you are to keep all expenses separated. For example you and Sally Jones went to lunch and you paid for the meal. You will only be reimbursed for your portion of the meal and not for Sally Jones' portion.*

### Upon your return

**You will need to submit your expenses to Jekaterina within 60 day of your return or you will be taxed on your reimbursement.**  
**If you do not have original itemized receipts you will not be reimbursed for the expense.**

### What you will need to give to Jekaterina in order to be reimbursed:

All original itemized receipts, including meals, lodging, taxi, and parking expenses, with proof of payment. *Please do not tape or staple your receipts together.*

A copy of the Meeting Agenda/Itinerary.

A copy of the Flight Itinerary.