

Travel Reimbursement

Process in Concur

#1 Check *G-28 Travel Policy* to ensure your trip is eligible for reimbursement from the University. |



#2 Complete the *Pre-Trip* Travel Request in Concur, and await approval. (Allow 3-5 business days.)



#3 Keep track of the receipts you obtain during the trip.



#4 Use the approved *Pre-Trip* to prepare an *Expense Report*, and submit for review by the Admin Team.



#5 Once *Expense Report* has been approved, await reimbursement. (Allow 7-14 business days for accounting to issue payment.)

