

## Travel Reimbursement – Travel Expense Account

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Prior to submitting your [Travel Expense Account](#) make sure funds are available in your travel account code category 702000. Go to FGIBAVL in Banner to check your budget. If funds are not available, a Budget Revision should be processed and forwarded to Business Affairs.

*Note: All registration fees associated with on-line webinars, training, professional development, etc. is allowed on the T-Card and should be processed on a Travel Expense Account Document using the Account Code of 703514.*

### T-Card

#### All Charges incurred on the T-Card:

- Cardholder submits a ***Travel Expense Account and Request for Authorized Travel*** form with original receipts regardless of the date of trip.
- Bank of America WORKS emails cardholder the charges that have hit their statement.
- Cardholder then has 5-7 days to upload the receipt(s) and **supporting documents** to the transaction(s) listed in WORKs and complete the “sign-off”.
- Cardholder immediately prepares a Travel Expense Account form:
  - Must be completed with all necessary information pertaining to T-Card expenses.
  - Attach original itemized receipts and supporting documents. A ***Travel Card Missing Receipt*** form is required for missing receipts. The number of missing receipts should not exceed 2 per year...more than 2 must be paid to T-Card Account at NSU Cashier.
  - Must have signatures of Traveler, Budget Unit Head, Approver, name of the person that prepared the document and a contact phone number.
  - Forward to Business Affair/Travel.

### Personal Reimbursement

#### All charges for personal reimbursement:

- Mileage
- Meals
- Ground Transportation
- Parking and Tolls
- Baggage Fees / Tips
- Communication Expenses

Traveler/Employee submits a ***Travel Expense Account and Request for Authorized Travel*** form immediately upon return from trip.

- Must be completed with all necessary information pertaining to personal expenses.
- Attach original itemized receipts and supporting documents.
- There is no allowance for missing receipts. **Receipts are required.**
- The Travel Expense Check will be mailed to address in Banner Finance. It is the responsibility of the Traveler/Employee to maintain the correct mailing address through Business Affairs/Human Resources.
- Must have signatures of Traveler, Budget Unit Head, Approver, name of the person that prepared the document and a contact phone number.

A copy of all Travel documentation must be made and maintained on file with the Budget Unit Head.