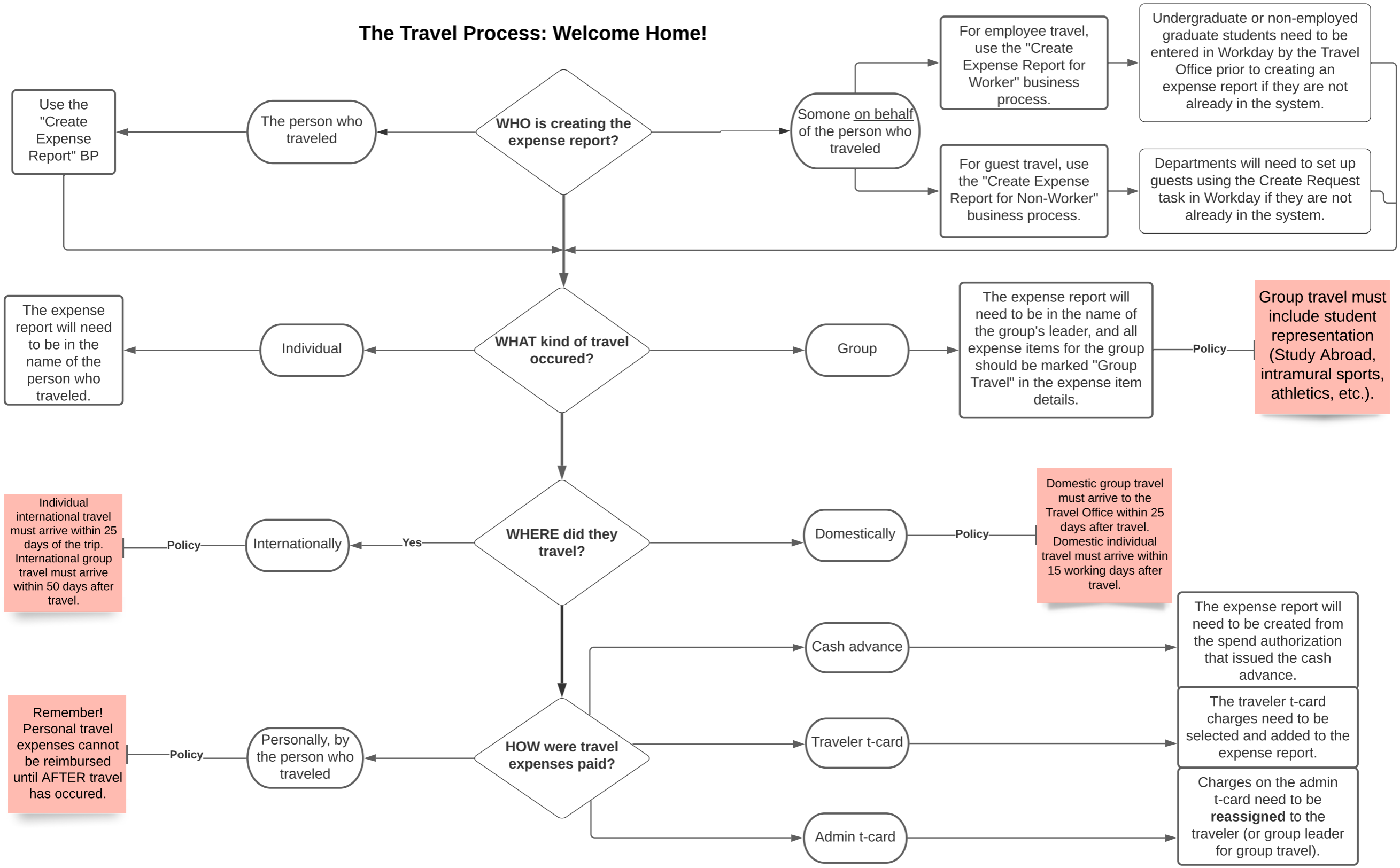


The Travel Process: Welcome Home!



Group travel must include student representation (Study Abroad, intramural sports, athletics, etc.).

Individual international travel must arrive within 25 days of the trip. International group travel must arrive within 50 days after travel.

Domestic group travel must arrive to the Travel Office within 25 days after travel. Domestic individual travel must arrive within 15 working days after travel.

Remember! Personal travel expenses cannot be reimbursed until AFTER travel has occurred.

The expense report will need to be created from the spend authorization that issued the cash advance.

The traveler t-card charges need to be selected and added to the expense report.

Charges on the admin t-card need to be **reassigned** to the traveler (or group leader for group travel).