

Work Performed, by who/when:	Major Step	Details	Importance
<p><u>Preparing for your Trip</u></p> <p>Traveler Mary Stacey</p>	<ul style="list-style-type: none"> <li>• Pre-plan your trip – receive permission from your supervisor. Do not just assume that it is ok that you go.</li> <li>• Some departments require a preapproval worksheet that will explain all travel related charges.</li> </ul>	<ul style="list-style-type: none"> <li>• Obtain Travel &amp; Expense Card from Procurement</li> <li>• Employee should use educational benefits whenever possible.</li> </ul>	<p>Links to Education Benefits &amp; Procurement</p> <ul style="list-style-type: none"> <li>• <a href="http://its.virginia.edu/integratedsystem/">http://its.virginia.edu/integratedsystem/</a></li> <li>• Self Service</li> <li>• Education Benefit Request</li> <li>• <a href="http://www.procurement.virginia.edu/">http://www.procurement.virginia.edu/</a></li> <li>• Travel &amp; Expense Card</li> </ul>
<p><u>TravelUVA – Booking a Trip</u></p> <p>Traveler Mary Stacey</p>	<p><a href="http://www.procurement.virginia.edu/">http://www.procurement.virginia.edu/</a></p> <ul style="list-style-type: none"> <li>• Click on Travel &amp; Expense Link</li> <li>• Click on TravelUVA Box</li> <li>• Click on Book Travel</li> <li>• Book/Manage On-line Trips</li> <li>• Complete Steps Under Trip Search</li> </ul>		<p>Employee/Traveler complete their own reimbursement request. If Traveler travels less than twice per year reimbursement request can be completed by Travel Ambassadors</p>
<p><u>Complete Travel / Reimbursement Request</u></p> <p>Mary Stacey</p>	<p>Each employee should complete their own reimbursement request.</p> <p><a href="http://www.procurement.virginia.edu/">http://www.procurement.virginia.edu/</a></p> <ul style="list-style-type: none"> <li>• Double Click in TravelUVA Box</li> <li>• Click New (Plus Sign)</li> <li>• Complete Report Header Page</li> <li>• You can complete Travel &amp; Non Travel reimbursements through Chrome River</li> </ul>	<p><b>Important reminders:</b></p> <ul style="list-style-type: none"> <li>• Hotel bills must be itemized.</li> <li>• When submitting Non Travel Reimbursement Receipts must be present (\$ 75 does not apply).</li> </ul>	<ul style="list-style-type: none"> <li>• Complete instructions for submitting a reimbursement request are available @ <a href="http://its.virginia.edu/integratedsystem/">http://its.virginia.edu/integratedsystem/</a></li> <li>• Employee self-Service</li> <li>• Learner home</li> <li>• ExpenseUVA online training will Provide video tutorials and printable job aids</li> </ul>
<p><u>T &amp; E Card Reconciliation</u></p> <p>Card Owner</p>	<ul style="list-style-type: none"> <li>• Sign into ExpenseUVA</li> <li>• Confirm receipts and Bank of America transactions are present in receipt gallery (may be merged documents) if so pull to left side of screen.</li> <li>• Complete header page in Chrome River to explain transaction.</li> </ul>	<ul style="list-style-type: none"> <li>• You must itemize each transaction on the card separately.</li> <li>• Travel &amp; Expense cards must be reconciled within 10 days.</li> </ul>	<ul style="list-style-type: none"> <li>• You may either take pictures or Scan receipts into Chrome River in order to expedite the reimbursement process. Tutorial videos or job aids are also available for this step.</li> </ul>

Last Updated on: 12/05/2017