Travel Improvements

Coming Soon

August 2012 BPRT
Travel Expense Justification

- Working on splitting the Travel Expense Justification to two forms
  - Domestic (In-State and Out-of-State)
  - International

- In the future, Academic Affairs employees will only have to complete one International travel form. Currently have University form and Academic Affairs form.
Working on Travel Expense Claim (TEC) cheat sheet to highlight
- Traveler Responsibilities
- Approver Responsibilities
- Accounts Payable Responsibilities

Also, developing on-line travel training
Other Travel Improvement Ideas

- Direct Deposit for Employee Travel Advance or Reimbursement if you sign-up

- Travel Expense Claim form
  - Cell comments with hints

- Conduct a Travel Survey for likes/dislikes with current travel process