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TOTAL TRAVEL EXPENSE

- After all expenses have been calculated, reviewed for accuracy, then the total travel expense should be listed

ADDITIONAL REQUIREMENT FOR TRAVELER

- Each traveler must have on file with Accounts Payable, a travel authorization form along with a void check; only time a new form is required when the banking institution has changed
- Accounts Payable cannot access a traveler payroll records
- No paper checks are issues

EMPLOYEE CERTIFICATION

- Each employee will sign his or her own name as she or he is certifying that the expenses are just, true, and correct; balance therein stated is actually due and owing and necessary in the performance of official duties
- Date

SUPERVISOR CERTIFICATION

- The employee supervisor certifies that the above expenses have been examined and true
- Date

FUNDING DEPT APPROVAL

- As applicable, the funding department will sign their name as to the availability of the funds

SUBMISSION OF TRR

- Depending on the funding source determine the next step for submission to AP;
  - If State & Federal Funds / Title IV TRR must be submitted to this office first and then they will submit to AP
  - If State funds, TRR comes directly to AP after all authorize signature approval
  - If all support documentation is not received; paperwork will be return delaying reimbursement