

“How to Process ...”

Travel- Employee – Air/Rail

Preferred method of payment for Air/Rail travel is using a University Purchasing Card (P-Card).

- Purchase the ticket charging your department’s P-Card
- The business purpose of the travel **must be documented**.
- Attach the invoice/itinerary to the Statement of Account for the P-Card charged with the expense

Air/Rail travel may also be processed as a reimbursement. The request for reimbursement must be submitted via the Travel & Expense module in PeopleSoft Finance. (All travel expenses for one trip can be submitted on the same expense report)

- Please reference the Travel & Expense User Guide for instructions on entering an expense report
- The business purpose of the travel **must be documented**.
- Traveler must be the one to submit the expense report. This electronic submittal is accepted as the signature of the traveler.
- Attach the invoice/itinerary for the travel showing form of payment

Please contact your Grant and Contracts Officer **prior to** scheduling any Air/Rail travel to be paid for with Grant funds.