



AP & Travel

DeAnna Landry

AP & Travel Updates

- Updated Business Purpose
 - ▣ *Travel - Reimbursement - Non-Employee* has been renamed to *Travel - Non-Worker*.
 - ▣ Reminder: This business purpose should be used when paying expenses for students, interviewees, and guests regardless of method of payment.

- Updated Validation Message
 - ▣ The attachment validation message has been updated to “*Ensure a receipt or supporting documentation is attached on the applicable expense line.*”
 - ▣ This change aligns the validation message with receipt scanning capabilities and additional upcoming projects.
 - ▣ Users can still attach on the Attachments tab, but we recommend attaching at the expense line.



Travel Reminders

Jonathan Fresina

Travel Checklist

To better support travelers, a checklist outlining key requirements and reminders will be posted on the AP & Travel website.

- Before/During/After Travel

- ▣ Requirements

- ▣ Reminders

- ▣ Receipts

- ▣ Documentation

Travel Documentation Examples

To demonstrate acceptable travel documentation and help expedite the audit process, examples of receipts will be posted on the AP & Travel website.

□ Examples include:

- ▣ Mileage
- ▣ Vehicle Rental
- ▣ Shuttle/Taxi
- ▣ CBT Airfare
- ▣ Lodging