

Travel Preauthorization and Reimbursement Form Instructions

The form is used for Preauthorization and Reimbursement of travel. This form is revised to eliminate the use of multiple forms.

- 1. For Preauthorization, Please fill out the Top portion down through Estimated Cost (this should include Hotel and Transportation, Air Fare and Car Rental).**
- 2. Make sure that this form is signed by the appropriate person.**
- 3. Once the traveler returns from their trip, please bring all receipts to the Plant Pathology Accounting Department.**
- 4. Make sure your information on the travel form is complete, including your telephone number**
- 5. If this is your first travel reimbursements include your home address and social security number(This information is needed to put you into the peoplesoft system)**

Please make sure that all your documents are attached with your form when submitting travel. If you have attended a meeting or conference make sure your itinerary or conference registration form is included.