

# TREQ User Guide: Travel Reimbursement (Using Travel Pre-Authorization Submission)

This guide will walk you through the step by step process for entering Travel Reimbursement into TREQ using your Pre-Travel Authorization submission. If you have any questions, please email [edfiscal@uw.edu](mailto:edfiscal@uw.edu)



Travel Reimbursement is done *after* the trip has occurred. Follow the below steps to submit your reimbursement using your previous Pre-Travel Authorization submission.

## Step 1: Select Pre-Travel Authorization

**You Have Open Trips!**

You have trips where you have completed a Pre-Authorization, but you have not yet submitted a reimbursement request. If this request applies to one of the following trips click the item button. This will keep your Pre-Authorization linked and save you repetitive data entry.

PROJECT #	TRIP DATES
<a href="#">TREQ001109</a>	8/3/2020 — 8/10/2020

**Add Order to this project:**  
Travel: Sue Donym > New York City

- Travel Pre-Authorization
- Travel Reimbursement**
- Other Pre-Authorization
- Other Reimbursement

- From the Home screen, click “**Travel Reimbursement**”. This will redirect you to your open trips.
- Select the TREQ number relating to your trip.
- Click “Travel Reimbursement”. This will take you to your expenses form.

## Step 2: Enter Estimated Expenses

**Lodging**

- Enter number of nights at lodging
- Look up rate for your destination on [US GSA website](#)
- Enter US GSA Per Diem rate for Lodging (daily limit for your destination and month of travel)
- Enter your Actual Lodging (or expected) total for all nights
- You will be reimbursed for your actual lodging expenses
- You must provide receipts for lodging reimbursement
- Your Actual Lodging reimbursement MAY NOT exceed the Lodging Limit except [special cases](#)
- Exceptions to Lodging Limit must have a pre-authorizations

**Lodging Nights**  
3

**US GSA Per Diem**  
\$ 228

**Lodging Limit**  
\$684.00  
\$228 x 3 nights

**Actual Lodging**  
\$ 660.00

**Other Items**

Qty	Item	URL	Amount	Line Total
1	Airfare	✓	600.00	\$600.00
1	Registration	✓	500.00	\$500.00
1	Car Service	✓	184.50	\$184.50
1	Car Rental	✓	0.00	0.00
1	Mileage	✓	0.00	0.00

+ Item

Save & Continue

- **For lodging** – Update the **Actual Lodging** box by entering what was paid.
- **Do not change** anything under **Meals & Incidentals**
- **Adjust other expenses** to reflect the actual amount paid.

### Step 3: Answer Post Travel Questions

**Post Travel Notes**

Following questions help highlight any adjustments or special circumstances that impact your travel reimbursement.

Did you pay more than maximum allowable lodging rate? ☐ Yes ☒ No

Did you pay for any expenses for another traveler (lodging, airfare, registration, etc)? ☐ Yes ☒ No

Were any meals provided? ☐ Yes ☒ No

Did your travel plans change during trip (flight delays, came home early, etc.)? ☐ Yes ☐ No

Do you have other funding (not previously included on Pre-Travel Authorization)? ☐ Yes ☐ No

- Read the **Post Travel** questions carefully and answer with **"Yes"** or **"No"**.
- When done, click **"Save"**

### Step 4: Upload Supporting Documents


**Upload Attachments**

Create folder in OneDrive named

TREQ001109 Copy


 **Open OneDrive Folder**  
OneDrive Folder

- Click on **"Open OneDrive Folder"**

 **og\_coe\_fiscal**  
Private group

+ New ▾ ↑ Upload ▾ Share Copy link Sync Download Export to OneDrive

Documents: Folder Processes > TREQ > Donym, Sue > TREQ001109


Name ▾	Modified ▾	Modified By ▾
 Airfare.pdf	3 days ago	Justine Zhen

- Upload **supporting** documents in the TREQ folder

**Upload Attachments**

Create folder in OneDrive named

TREQ001109 Copy

 **Open OneDrive Folder**  
OneDrive Folder

After you have added any required material to your OneDrive project folder, click "Done Uploading" to proceed.

**Done Uploading**

- When done, go back to TREQ and click **"Done Uploading"**

## Step 5: Confirm Budget Information

Budgets

BUDGET NUMBER	NAME	PCA CODE	SPLIT
06-8911	FACULTY ALLOCATION		\$1,500.00
06-0855	PROFESSIONAL DEVEL CTR		* Remainder

+ Budget

[Add a Note](#)

Finished entering Budgets

[Continue](#)

- Confirm the **budget number(s)** associated with your trip.
- Then click "**Continue**"

## Step 6: Review & Submit

Items

[Change Items](#)

ITEM	AMOUNT
Lodging (limit \$684 = 3 nights × \$228)	\$660.00
Meals (4 days × \$76)	\$304.00
Airfare	\$600.00
Registration	\$500.00
Car Service	\$184.50
Total	\$2,248.50

Budgets

BUDGET	NAME
06-8911	FACULTY ALLOCATION
06-0855	PROFESSIONAL DEVEL

Department Pre-Auth

Tue, 8/18/2020, 11:13 AM  
Serianna Bock requested approval from Serianna Bock

Department Approval was provided on pre-authorization for

Fri, 8/14/2020, 3:08 PM  
Approved by Serianna Bock

[Submit](#)

- On the final page **Review** the information you have entered
- If everything looks good, click "**Submit**"

**Travel Reimbursement Submission Complete!**

That was  
easy!

Yep!

