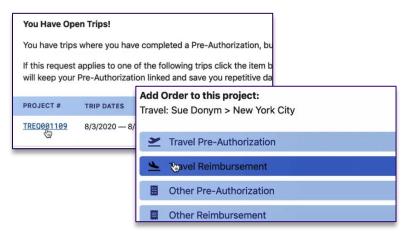
# TREQ User Guide: Travel Reimbursement (Using Travel Pre-Authorization Submission)





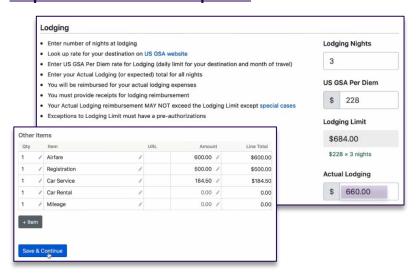
Travel Reimbursement is done *after* the trip has occurred. Follow the below steps to submit your reimbursement using your previous Pre-Travel Authorization submission.

#### **Step 1: Select Pre-Travel Authorization**



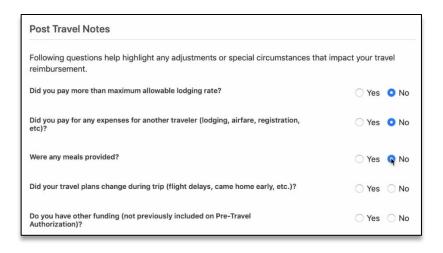
- From the Home screen, click "Travel Reimbursement". This will redirect you to your open trips.
- Select the TREQ number relating to your trip.
- Click "Travel Reimbursement". This will take you to your expenses form.

#### **Step 2: Enter Estimated Expenses**



- 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**

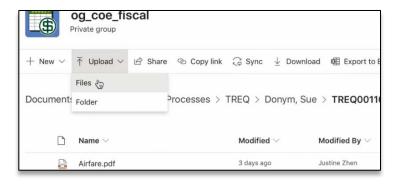


- Read the **Post Travel** questions carefully and answer with "**Yes**" or "**No**".
- ➤ When done, click "Save"

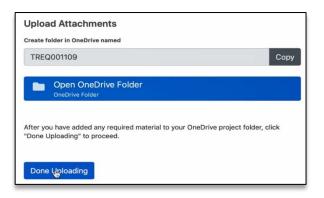
#### **Step 4: Upload Supporting Documents**



Click on "Open OneDrive Folder"



Upload supporting documents in the TREQ folder



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

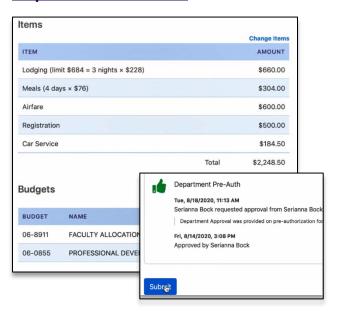


### **Step 5: Confirm Budget Information**



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

#### **Step 6: Review & Submit**



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

## **Travel Reimbursement Submission Complete!**

