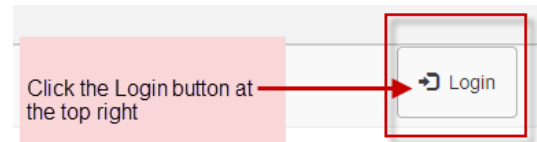


Travel Estimation Form

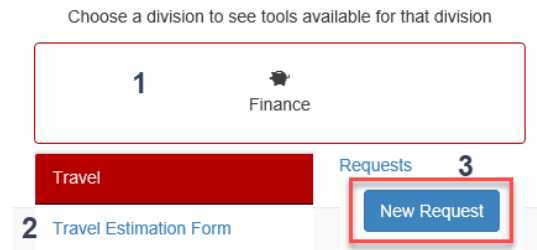
1. Login to Smart Form:

- Login to the Smart Form at this address: <https://businessops.louisville.edu/> using your University user ID and password.
- Navigation to New Request:
 - Click on Finance
 - Travel Estimation Form
 - New Request



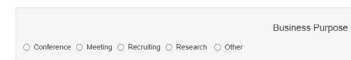
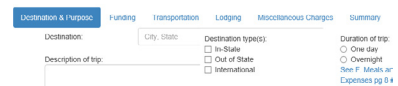
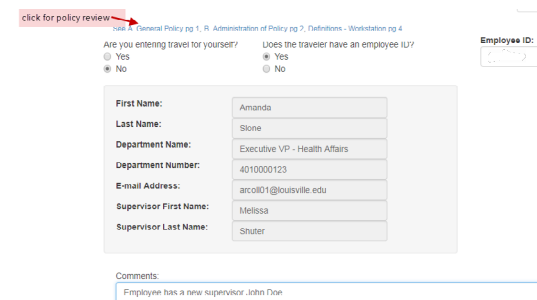
2. Traveler Information:

- Before entering a travel estimation request the employee ID of the person traveling must be known.
- The complete list of retrievable items will be in the drop down window under Document Types and Groups grouped together by FI – Procard



3. Enter appropriate information on each tab:

- Destination and Purpose: Destination (free-form box can enter multiple), description of trip, destination type, duration of trip and business purpose. An attachment area is available for conference agendas or any other documentation the traveler wishes to submit.
- Funding:
 - In case of split funding put information in the comment box. Include the expense, the split speedtype and split amount.
 - Outside Third Party Covering Expenses (optional) if traveler is receiving funds for travel from an outside third party amount and information can be listed here but does not have to be.
 - If funding is a Sponsored Program select Yes. If the Sponsored Program is Federal additional questions will be asked.
 - Provide the max travel allowance if the travel has a maximum amount allowed by the department.
 - If a cash advance is being requested indicate the amount needed. The default speedtype from the profile pulls through for cash advances.



Outside Third Party Covering Expenses
Non-Sponsored Program only?

- Yes
 No

Is speedtype a Sponsored Program?

- Yes
 No

Max travel allowance?

- Yes
 No

Cash Advance?

- Yes
 No

[See K. International Travel pg 20 #4](#)

Travel Estimation Form

- Transportation: Rental car, private car (mileage automatically calculates and users can enter reduced mileage rates when applicable), airfare, train, other.
- Lodging: Hotel name should be provided and if conference is checked on the Destination and Purpose tab then questions will be asked about the hotel being the preferred conference hotel.
- Miscellaneous Charges: Meals (estimate \$75/day unless department advises otherwise, ground transportation, baggage, parking, tips, tolls, international travel insurance and other.

4. Summary tab:

- Upon completion of the Travel Estimation Form review the information entered on the Summary tab.
- Once all information is correct in the form click Submit Request.

5. Receipt submission:

Go to https://businessoperations.louisville.edu/hc/en/requests/new?ticket_form_id=596947 supply University e-mail address, description of receipts being submitted, University user ID and attach receipts. Click Submit

Transportation

- Rental car
- Private car
- Airfare
- Train
- Other

Lodging

Hotel name:
[See policy T&L pg 6 #6](#) Comment:

Miscellaneous Charges

- Meals
- Ground transportation
- Baggage
- Parking
- Tips
- Tolls
- International travel insurance
- Other

a Traveler: Amanda Stone
Dates: 3/4/2018 - 3/5/2018
Destination: Orlando, FL & Tampa, FL
Description of trip: NCURA Conference

b Submit Request

Tab	Speedtype	Prepaid Amount	Reimbursable Amount
Destination and Purpose *	Registration fee 01934	150.00	
Transportation	Airfare 01696	500.00	
Lodging	Hyatt 01696		500.00
Misc.	Meals 01696		300.00
Total		650.00	800.00

Submit a request

Please choose a request type below

T & E (to submit receipts press add file below)

Your email address *

Description *

UserID *

Attachments

Add file or drop files here

Fill in information and Click Submit

Submit