Travel Estimation Form

1. Login to Smart Form:
   a. Login to the Smart Form at this address: https://businessops.louisville.edu/ using your University user ID and password.
   b. Navigation to New Request:
      1. Click on Finance
      2. Travel Estimation Form
      3. New Request

2. Traveler Information:
   a. Before entering a travel estimation request the employee ID of the person traveling must be known.
   b. 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:
      a. In case of split funding put information in the comment box. Include the expense, the split speedtype and split amount.
      b. 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.
      c. If funding is a Sponsored Program select Yes. If the Sponsored Program is Federal additional questions will be asked.
      d. Provide the max travel allowance if the travel has a maximum amount allowed by the department.
      e. If a cash advance is being requested indicate the amount needed. The default speedtype from the profile pulls through for cash advances.

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- 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:
   a. Upon completion of the Travel Estimation Form review the information entered on the Summary tab.
   b. 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.