1. **Travel Receipt Form**: The receipt form can be accessed either on a computer or a mobile device. Access travel receipt form one of two ways: Go directly to the form. Go to Business Operations website.
   
   a. Click on “Our Services”.
   b. Click on down arrow next to “Travel”.
   c. Click on “Travel Receipt Form”.

2. **Receipt Information**:
   
   a. Request type: Travel/Expense Receipt
   b. Email address: e-mail address of the person submitting the travel receipt (may be a proxy).
   c. Description of the expense: description of receipt being submitted (i.e. taxi from airport to hotel)
   d. Traveler’s UserID
   e. Attachments: Click the paper clip icon either on a computer or mobile device. Multiple receipts can be uploaded as long as the total form size does not exceed 4MB.
   f. Submit: Once receipts are attached click Submit.

3. **Automatic Notification of Receipt**:
   
   Once the receipt is submitted an automatic e-mail will be sent to the submitter.