

Travel Pilot Procedures
College of Arts and Sciences

Before Travel:

1. At least 2 weeks (6 weeks for international) prior to travel send Corinna to request available research/travel balance and speedtype to use for travel.
2. Complete the Travel Estimation Form on Business Operations website: <https://businessops.louisville.edu/travel/> Login using your University ID and password.
3. Please attach any conference programs, panel assignments or letters of invitation to on “Destination & Purpose” tab. (Choose File Option), if available.
 - a. **Within the “Description of trip” field, indicate your last name first, then the description of your trip**
4. Include the remaining max travel allowance balance you received from the UBM on the “Funding” tab, if applicable.
5. Complete each blue tab with the applicable information. All dollar amounts are estimates.
6. Sponsored programs funding will require budget justification be attached. Sponsored projects will review funding.
7. Once the Travel Estimation Form is submitted, Business Operations will send you an email notification of its submission.
8. Business Ops will create the PeopleSoft Travel Authorization from the submitted Travel Estimation Form and will send you an email notification. The Travel Authorization will route to your supervisor and UBM for review and approval.
9. Once your supervisor and the UBM have approved your request, you will receive an email indicating that the trip is approved and the maximum travel allowance. If you do not receive department approval within five business days of submitting the estimation form, please contact Corinna.
10. Once you have received final approval you may begin making travel arrangements. International travelers will be emailed accounting information for insurance from Corinna.
11. Business Operations will email pre-travel reminders seven days prior to your departure. Keep this email handy or bookmark the receipt form.

During/After Travel:

1. Business Ops will send a return trip email seven days after the last date of your trip.
2. Submit all receipts to Business Operations.
 - a. Preferred method for submitting receipts is via the [receipt form](#).
 - b. Receipts can be emailed to Business Operations [businessops@louisville.edu], include the word TRAVEL in the subject line.
 - c. If necessary, they will also accept paper receipts – This will delay reimbursement processing.
3. Complete the Per Diem sheet (mark the meals for which you will claim reimbursement.)
4. Business Operations will notify you that the Expense report is ready to submit.
5. Follow the link in the Business Operations’ notification email, log into PeopleSoft and review the report and submit.
6. The Expense report will route to the Chair and UBM for final approval.
7. Travel reimbursement will be adjusted by the chair or UBM if faculty allotment numbers change from authorization to actual travel reimbursement.

Questions about the travel process? Please contact Robin Carroll – robin.carroll@louisville.edu

Contacts:

Corinna Stephens – corinna.stephens@louisville.edu - 852-0482 (Faculty Allotment and Funding)