

## Prior to the Trip – Domestic

At least 2 weeks prior to travel send your approved emails from the Administrative Committee to request available research/travel balance and speedtype to use for travel.



Complete the Travel Estimation Form on Business Operations website:  
<https://businessops.louisville.edu/travel>.



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.



Once you have received final approval you may begin making travel arrangements.

## Prior to Trip - International

At least 6 weeks prior to travel, complete the Provost's international travel forms <http://louisville.edu/provost/travel/>



Submit the forms to Taleia, along with your approved emails from the Administrative Committee to request available research/travel balance and speedtype to use for travel



Complete the Travel Estimation Form on Business Operations website: <https://businessops.louisville.edu/travel.>



Once the International Center, 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.



Once you have received final approval you may begin making travel arrangements. International travelers will be emailed accounting information for insurance from Corinna.

## After the Trip

Submit all receipts to Business Operations - [https://businessoperations.louisville.edu/hc/en-us/requests/new?ticket\\_form\\_id=596947](https://businessoperations.louisville.edu/hc/en-us/requests/new?ticket_form_id=596947)



Business Operations will notify you that the Expense report is ready to submit.



Follow the link in the Business Operations' notification email, log into PeopleSoft and review the report and submit.



The Expense report will route to the Chair and UBM for final approval.



Reimbursement will be direct deposited in the traveler's bank account.