

## **TRAVEL INFORMATION**

To begin the travel process, we do request that you complete an internal travel request form. Please return the completed form to [kentserv@louisville.edu](mailto:kentserv@louisville.edu) for processing and approval. Once approved, you can begin travel arrangements. If you need assistance, please contact Nacetia Burke at 502-852-7418.

Please note if you have travel funds available for use, these funds are to be used between July 1 thru June 30 for professional development activities as a faculty member. Please note that charges must POST prior to June 30<sup>th</sup> to be charged against current fiscal year travel funds.

## **TRAVEL CARD INFORMATION**

To obtain a Travel Card, you must first request to be set up for the Travel Card training. You can send your request to initiate this request to [kentserv@louisville.edu](mailto:kentserv@louisville.edu)

After receiving a test score of 100%, we will complete an application to the Accounts Payable office, and they will request your new Travel Card from PNC.

Travel Cards can be used for making travel arrangements through Anthony Travel, including hotel, flights, rental cars, etc.

It can also be used for conference registrations, gas, parking, tolls, transportation (such as taxis, Uber, Lyft, etc.).

**\*PLEASE KEEP ALL RECEIPTS UNTIL YOUR TRIP HAS CONCLUDED SO WE CAN DO AN EXPENSE REPORT\***