

Travel Reimbursement Instructions

Please consult and bookmark the **A&S travel webpage** (<https://louisville.edu/artsandsciences/faculty-staff/finance/travel>) for step-by-step instructions and forms to be completed before, during, and after your trip. Below are key points and where to turn with questions.

Before you Travel

- No travel arrangements may be made until approval is received from your UBMI and chair.
- Next, you must complete a **Travel Information Sheet** (<https://louisville.edu/artsandsciences/faculty-staff/finance/travel-information-sheet>), which must be submitted **two weeks** before the travel dates for domestic travel, or **six weeks** for international travel. Questions: asbusdo@louisville.edu.
- Additional requirements for international travel are governed by the Provost's Office and outlined here: <https://louisville.edu/provost/travel>.
- Student travel should be processed as a scholarship unless disallowed by the funding source.
- Students traveling on grants should be processed through the A&S travel webpage (above).

Questions?

1. Questions about travel logistics, registration fees, etc. should be directed to your department's travel liaison (Liz Willis). If they cannot help you, then →
2. Ask your UBMI (Libby Kinberger, libby.kinberger@louisville.edu). If they cannot help you, then →
3. Ask Robin Carroll (robin.carroll@louisville.edu). Please reach out to Robin *only* if earlier attempts to find help were fruitless.
4. Questions about the Travel Information Sheet can be directed to the A&S Business Office at asbusdo@louisville.edu.

During and After Travel

- To receive the per diem expense stipend, visit the A&S travel webpage and scroll down to "Forms and Links." Click on "Per Diem sheet," download the Excel sheet, complete it, save it, and email it to Business Operations at asbusdo@louisville.edu.
- You will submit receipts here: https://businessoperations.louisville.edu/hc/en-us/requests/new?ticket_form_id=596947

Bear in mind that the A&S Business Office is not a travel agency and cannot assist with travel logistics. Instead, you may contact UofL's current travel agency, Anthony Travel/Concur (<https://louisville.edu/finance/controller/acctops/travel>) for assistance in booking a flight or other arrangements.