Tell Me

Effective July 1, 2016, use of the new travel forms will be mandatory. The transition will be handled as follows:

1. For travel started on an older version of the Travel Authorization form, complete the Request for Travel Reimbursement (TR) tab of the July 1 version of the mandatory forms package.
2. To avoid processing delays, all travel should be completed using the July 1 version of the new mandatory forms package.
3. Otherwise, submission of a revised form may be required.
4. Links to all forms will be on the Financial Services Forms page.

Info
Follow the Travel and Complex Payments News section for the latest information on new travel initiatives.

Training
Email the Travel and Complex Payments office to set up one-on-one or departmental training.

Related Articles

- Can I use my purchasing card to pay for travel expenses?
- How should I pay for meals while traveling?
- What is the best method to pay for travel expenses?
- What is the Electronic Travel Authorization Form (eTA)?
- How is a traveler's duty station determined?