

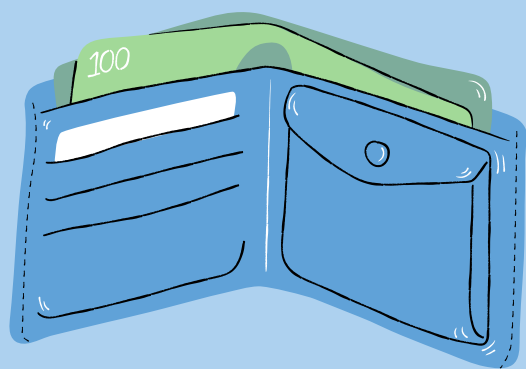
# BUISNESS TRAVEL

## - STATUS -

### Step By Step

#### **STEP 1 - FUND REQUEST**

Submit fund request for travel expenses and/or registration fee using the CONFERENCE TRAVEL WORKFLOW



#### **STEP 2 - SCHEDULE ZOOM WITH JALIA**

Please schedule a 30-minute Zoom meeting within two weeks of fund approval to finalize the authorization for business travel. Send Jalia with three dates and times when you are available during that two-week period, and you will receive a meeting confirmation.



#### **STEP 3 - GATHER TRAVEL DETAILS**

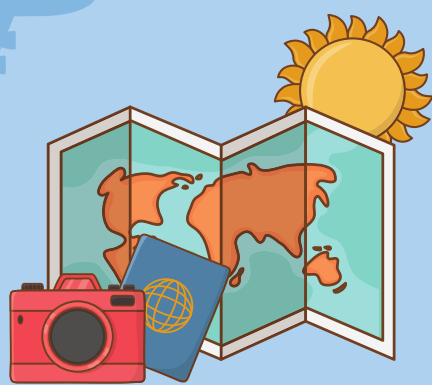
Prior meeting have estimated travel expenses ready. Plan out your travel. For example hotel details, flight details, driving routes, conference itinerary, meals, parking, train, bus, meals, etc. Please review Guidelines for business Travel Expenses (located under Allowable Expenses).



#### **STEP 4 - ADD DELEGATE**

Prior to zoom meeting add Jalia as a delegate in stratus.

-> Add & Manage Delegates



#### **STEP 5 - TRAVEL FLOW OVERVIEW**

Before Travel:

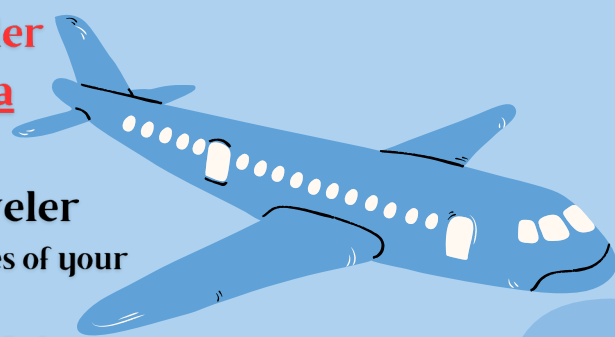
- Book flight, hotel, rental car, etc. **Traveler**
- Submit authorization for approval. **Jalia**

During Travel:

- Track expenses and save receipts. **Traveler**
  - Feel free to send Jalia clear, non-pixelated pictures of your receipts via email.
- Send Jalia receipts to upload to Stratus. **Jalia**

After Travel:

- Enter and submit expense report. **Jalia**
- Await approval and reimbursement. **Traveler**



## ENJOY YOUR TRIP!

Jalia McKoy

Academic Program Specialist