



## TRAVEL FUNDING PROCESS – Part 2

Please review the [Overview of the ASUU Travel Process](#) before beginning.

**Part 2 - Payment Request Process** includes two steps. **BOTH STEP 2A and 2B** must be completed **ON OR BEFORE the 30-day DUE DATE** published in the comment section of the Budget Request.

Comments

finance@asuu.utah.ed

PLEASE DO NOT DELETE THIS COMMENT!

The DUE DATE for the completion of Part 2 - Payment Request Process is January 8, 2017.

NEXT STEPS!—Once you have COMPLETED your trip and your Budget Request has been APPROVED, start Part 2: Payment Request Process. BOTH steps must be completed ON OR BEFORE the 30-day DUE DATE.

Your **Budget Request** **MUST** be **approved** by the ASUU Travel Committee AND complete your trip before you can begin **Part 2 - Payment Request Process**. If approved, you will receive an email from OrgSync or you can view approval information by viewing your Budget Request (example below).

**Jones, Carol-07654321-Las Vegas, NV-12/09/16 Details**

Budget in: 2016 - 2017 Fiscal Year (June 1, 2016 - May 31, 2017) Budget Period

Budget Title:	Jones, Carol-07654321-Las Vegas, NV-12/09/16
Budget Request ID:	BR0444078
Budget Period:	2016 - 2017 Fiscal Year (June 1, 2016 - May 31, 2017)
Date Submitted:	Oct 27, 2016
Date Approved:	Oct 27, 2016

**Individual Travel**

Item Title	Requested	Approved
<a href="#">AICPA Construction &amp; Real Estate Conference</a>	\$653.00	\$326.50

FUNDING SOURCES

60000 - Travel	\$326.50
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Approved: \$326.50

**Step 2A - Prepare/Deliver Travel Reimbursement Package to ASUU Office** using the information below.

1. Follow the link in the Budget Request approval email, or Go to ASUU.utah.edu>Student Organizations>Login>My Memberships> More>Treasury>Manage Budgets
2. Click on the link to your trip on the list of Budget Requests (example of Budget Request below).

**Jones, Carol-07654321-Las Vegas, NV-12/09/16 Details**

Export

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3. **Export** the Budget Request (Export button upper right).
4. **Print** Budget Request pdf and use it as a cover sheet for travel reimbursement package.
5. **Sign** in the box next to your electronic signature.
6. **Download and Print** your conference/event documentation by following the link at the bottom of the Budget Request. Attach it to the package.
7. **Travelers with Department Support:**
  - a. If your department has prepared your Final Reimbursement Request with an ASUU chartfield, attach the coversheet (Budget Request) and conference documentation mentioned above inside the package. Receipts or proof of payment must be included with all requests for reimbursement.
  - b. If your department has reimbursed you for the full amount of your travel expenses, please attach a COPY of the Final Reimbursement Request to the travel package and ASUU will reimburse the department via journal entry.
8. **Group and Individual Travelers with only ASUU support:**
  - a. ORIGINAL receipts or proof of payment must be included with all requests for reimbursement. A receipt is any document that contains ALL of the following five elements: 1) Name of vendor (person or company you paid), 2) Transaction date (when you paid), 3) Detailed description of goods or services purchased (what you bought), 4) Amount paid, 5) Form of payment (how you paid – cash, check, or last four digits of credit card). Proof of payment is required if any of the five elements are missing.
  - b. Provide proof of payment when a receipt is not available. Proof of payment may include either: 1) Cleared check copy from bank showing the front and back of the check, OR 2) Credit card or bank statement in the owner's name and the item or vendor paid.
9. Deliver **ORIGINAL travel package** to ASUU for processing **ON or BEFORE the 30-day DUE DATE** published in the comment section of the Budget Request. (**NOTE: You MUST complete step 2B (below) BEFORE** delivering your travel package to ASUU. The **Payment Request number** needs to be written on the Budget Request cover sheet **or your travel package will not be accepted.**)
10. Please complete Step 2B.

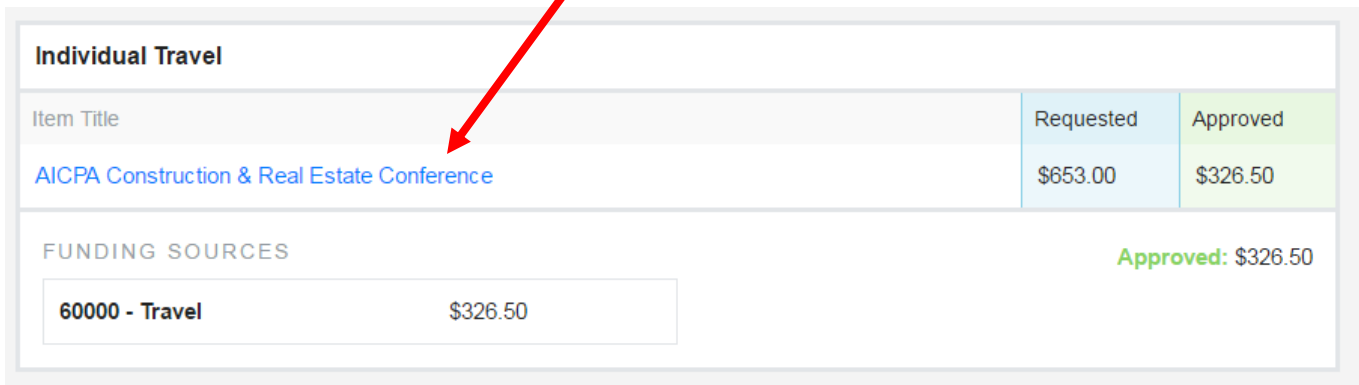
**Step 2B - Create/Submit a Payment Request** through your ASUU student organization portal as soon as you have 1)received a Budget Request Approved email from OrgSync **AND** 2)completed your trip.

**Please follow the directions carefully to prevent delayed reimbursement.**

1. **Navigate to your Budget Request:** ASUU.utah.edu>Student Organizations>Login>My Memberships>More>Treasury>Manage Budgets>Click on the link to your Budget Request.

2. **Create the Payment Request:**

A. Under Item Title, click on the **NAME of the conference/event** link.

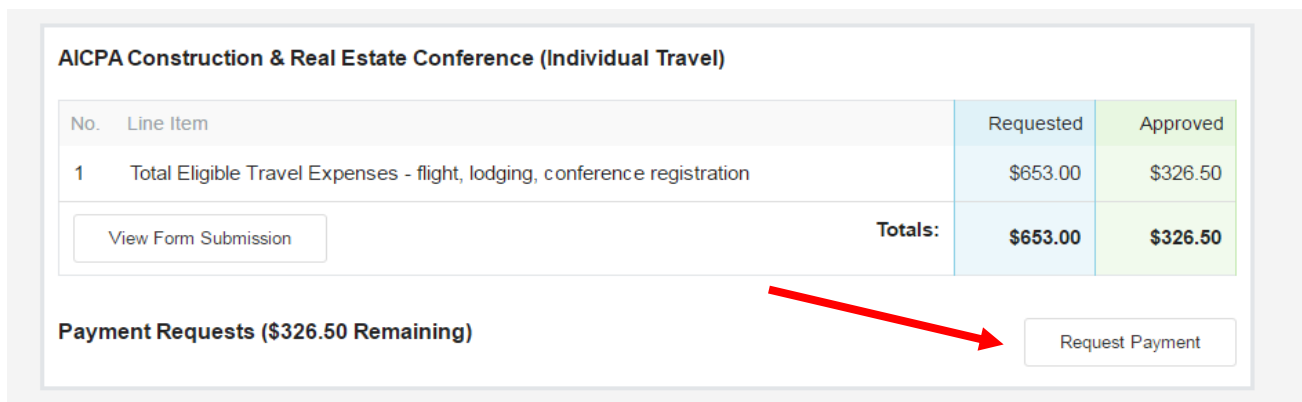


Individual Travel	
Item Title	Requested    Approved
<a href="#">AICPA Construction &amp; Real Estate Conference</a>	\$653.00    \$326.50

FUNDING SOURCES Approved: \$326.50

60000 - Travel	\$326.50
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B. Click on the **"Request Payment"** button on the lower right corner of the box.



**AICPA Construction & Real Estate Conference (Individual Travel)**

No.	Line Item	Requested	Approved
1	Total Eligible Travel Expenses - flight, lodging, conference registration	\$653.00	\$326.50
<b>Totals:</b>		<b>\$653.00</b>	<b>\$326.50</b>

Payment Requests (\$326.50 Remaining)

3. **TITLE:** Leave it as is! (The Title should be the "name" of the conference/event you input as the "Item Title" on the Budget Request followed by the word "Payment".)

4. **PAYMENT TYPE:** (Two options are available.)

A. **Department Reimbursement:** If you selected **Individual OR Group WITH Department Support** on the Budget Request category, you will select the Department Reimbursement choice.

B. **Individual Reimbursement:** If you selected **Group Travel or Individual Travel** on the Budget Request category, then select Individual Reimbursement.

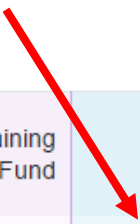
**Note:** It may be helpful to refer to the Budget Request category to determine the Payment Type. The Budget Request category is listed inside the parenthesis at the top of the box in the example above.

Once you make your selection, a form will appear as an extension of the window, not as a separate window as in the Budget Request. The forms are different. If you made the wrong selection, click the drop-down menu and choose again. Complete the questions on the appropriate form. (If you received support from your department, you may need information from them to complete the form correctly.)

5. **BOX:** At the end of the form is a box with your conference/event name and your Budget Request category in parenthesis at the top. Request Budget Payment by listing **50% of your eligible receipts with the maximum being the amount Remaining Budget Fund column.**

**AICPA Construction & Real Estate Conference (Individual Travel)**

No.	Line Item	Remaining Budget Fund	Request Budget Payment
1	Total Eligible Travel Expenses - flight, lodging, conference registration	\$326.50	304.22
<b>Totals:</b>		<b>\$326.50</b>	<b>\$304.22</b>

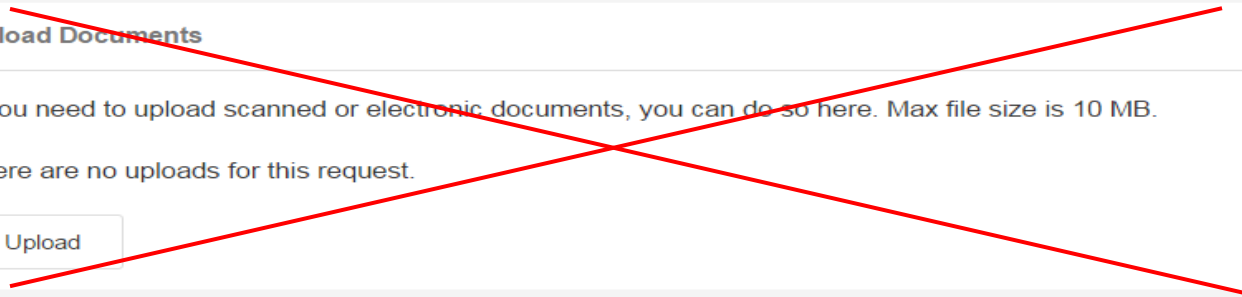


6. **UPLOAD DOCUMENTS:** **\*\*\*\*\*DO NOT UPLOAD ANY DOCUMENTS WITH THE PAYMENT REQUEST\*\*\*\*\***

**Upload Documents**

If you need to upload scanned or electronic documents, you can do so here. Max file size is 10 MB.

There are no uploads for this request.



7. Click on the GREEN Submit button. You MUST **submit this Payment Request** form **ON or BEFORE the 30-day DUE DATE** published in the comment section of the Budget Request (a partial example of comment section appears at the top of this document). **The 30-day DUE DATE will be strictly enforced.**

**Comments**

Write a Comment...

8. Once you click the Submit button, your screen should appear as seen below.

### AICPA Construction & Real Estate Conference: Detailed

Budget Item in: [Jones, Carol-07654321-Las Vegas, NV-12/09/16](#)

#### AICPA Construction & Real Estate Conference (Individual Travel)

No.	Line Item	Requested	Approved
1	Total Eligible Travel Expenses - flight, lodging, conference registration	\$653.00	\$326.50
Totals:		\$653.00	\$326.50

[View Form Submission](#)

#### Payment Requests (\$22.28 Remaining)

[Request Payment](#)

Name	Submission Date	Status	Requested	Approved
<a href="#">AICPA Construction &amp; Real Estate Conference Payment</a>	Oct 24, 2016	Pending	\$304.22	\$0.00

9. Click on the Payment Request link (the name of your conference/event).

## AICPA Construction & Real Estate Conference Payment Details

Payment Request in: [AICPA Construction & Real Estate Conference Budget Item](#)

Payment Title:	AICPA Construction & Real Estate Conference Payment
Payment Request ID:	PR0444091
Budget Period:	2016 - 2017 Fiscal Year (June 1, 2016 - May 31, 2017)
Date Submitted:	Oct 24, 2016

10. Write the Payment Request ID on the cover sheet (Budget Request) in the available space at the top right (example below). **NOTE:** The Payment Request ID (above) is not the same as those used by the University Accounts Payable system.

### Budget Request: Jones, Carol-07654321-Las Vegas, NV-12/09/16

Budget	Jones, Carol-07654321-Las Vegas, NV-12/09/16
Request ID	BR0444078
Organization	Cohorn's BMS Test
Budget Period	2016 - 2017 Fiscal Year (June 1, 2016 - May 31, 2017)
Date Submitted	10/27/16 3:04 pm
Submitted By	Celeste Cohorn <a href="mailto:ccohorn@asu.utah.edu">ccohorn@asu.utah.edu</a>
Status	Approved
Total Requested	\$653.00
Total Approved	\$326.50

PR0444091