



TRAVEL FUNDING PROCESS – Part 2

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. **If your due date is on a weekend or a University Closure you must turn in your package BEFORE your due date.**

Your **Budget Request** **MUST** be **approved** by the ASUU Travel Committee AND you **MUST** 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

Step 2A - 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>Student Organization Portal>More>Treasury>Manage Budgets>Click on the link to your Budget Request.
2. **Create the Payment Request:**
 - A. Under Item Title, click on the **Location of Travel** link.
 - B. Click on the **"Request Payment"** button on the lower right corner of the box.
3. **TITLE:** Leave it as is! (The Title should be the "location" of the 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 Student 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 are a sponsored or affiliated student organization you may need information from your department travel coordinator or portal administrator to complete the form correctly.)

5. **UPLOAD DOCUMENTS:** *******DO NOT UPLOAD ANY DOCUMENTS WITH THE PAYMENT REQUEST*******
6. 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. If your DUE DATE falls on a weekend or University Closure you must turn in your Package BEFORE this date.**
7. Once you click the Submit button, your screen should appear as seen below.
8. Click on the Payment Request link (the name of your conference/event).

9. 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.

Step 2B - Prepare/Deliver Payment Request to ASUU Office using the information below.

1. Follow the link in the Budget Request Approved 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).
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. Your department must prepare your Final Reimbursement Request with an ASUU chartfield, attach it to 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 (or copies if group travel) of the Final Reimbursement Request(s) to the Budget Request cover sheet and ASUU will reimburse the department via Journal Entry.
 - c. 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.
8. **Group and Individual Travelers:**
 - 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.
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. **If your due date is on a weekend or a University Closure you must turn in your package BEFORE your due date.** (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.**)