**Notes:**

1. If personal travel is involved you CANNOT use p-card for any portion of the travel.

2. Direct deposit is encouraged for all travel claim reimbursements.

3. International travel requires coordination with IPO; please email engr-finance@uidaho.edu for more info.

4. Blanket travel approvals are handled on an “as needed” basis. Please contact FST for additional information.

5. If personal travel is included, be sure to use a personal card for purchases (NOT the Purchase Card). Purchase Card may be used if no personal travel is associated with the trip.

6. You do not need to save food/meal receipts as per diem is calculated at a set rate. Save all other receipts and the hotel folio to submit post-travel. “Confirmations” do not count as receipts.

7. You will fill out sections B and C on the Travel Worksheet after you return from your trip.

https://www.uidaho.edu/finance/controller/accounts-payable/travel-services/faq

https://www.uidaho.edu/finance/controller/accounts-payable/ap-forms
Notes:
1. Travel Expense Worksheet and all receipts must be submitted to FST for processing. See Employee Resources for Form
2. Travel FAQ
   https://www.uidaho.edu/finance/controller/accounts-payable/travel-services/faq
3. Non-Employee travelers such as guest speakers, VIPs, interviewee for positions, and/or other invited guests. See Employee Resources for Form.
4. Direct deposit is encouraged for any out of pocket reimbursements. Non-Employee’s, please use Vendor ACH (Direct Deposit) form.
   https://www.uidaho.edu/finance/controller/accounts-payable/ap-forms