

Attaching Required Receipts and Your Travel Itinerary to Reimbursement Requests

You can scan required receipts and your travel itinerary, and attach them to your online request as a PDF file, or you can fax or mail your receipts to the Finance Office with your online TR # (Travel Reimbursement) that appears on your online request. You will be reimbursed more quickly if you are able to attach your receipts and travel itinerary as a PDF file directly to the summary page of your Ariba request. If you see a system message that says: “attach required receipt here,” ignore it. Instead, attach all required receipts and your travel itinerary in one place on the summary page.

If you do not have a scanner, please know that the University’s Technology Dept. is currently working on a process that will allow you to fax your receipts into the Ariba system which will automatically link them to your travel reimbursement request. This process is not yet available; however, you will be notified when it does become available.