

Employee Travel Confirmation

Why are we having this new process?

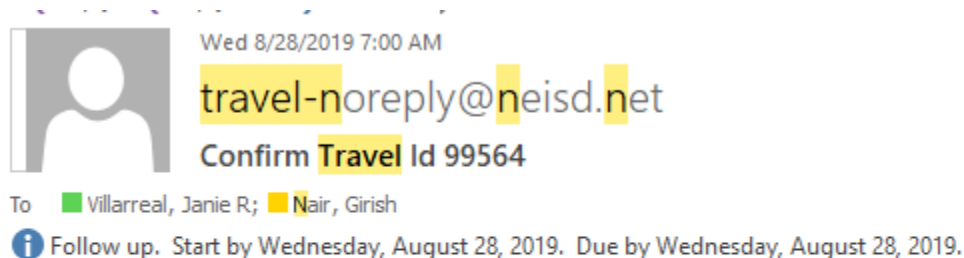
The United States Education Department's General Administrative Regulations (EDGAR) do not allow prepaid expenses to be recorded in any grant. Expenses for all grant related prepaid travel event, such as registration and airfare, are required to be charged to local funds until confirmation the employee attended the event. Therefore, to comply with the regulation a new Employee Travel Certification and Bookkeeper Travel Recap process has been developed.

Employee:

Travel Confirmation -ALL EMPLOYEES will need to confirm travel, regardless of the funding source.

A day after the employee's return travel date (from the travel request), the employee will receive an email to confirm travel.

Click on link to confirm



Please confirm the below Travel

Travel Id : 99564



Click on link for travel details to confirm travel or did not travel

Travel Details – Employee

Select - I have attended or I did not attend (with an explanation for not attending)

Click on the **Blue Submit button**

Your Travel Details	
Travel Request Id:	99564
Traveller Name:	
Travel Start Date:	8/17/2019 12:00 AM
Return Date:	8/19/2019 12:00 AM
Event:	test
City, State:	Austin , TX

☐ I have attended and completed this approved travel

☐ I did not attend this travel

Any comments

Submit