

PAYING TRAVEL REIMBURSEMENTS FROM SAF/CAF FUNDS

- ∞ ALL TRAVEL REIMBURSEMENTS MUST BE ENTERED THROUGH THE TRAVEL EXPENSE REIMBURSEMENT APPLICATION IN THE EMPLOYEE PORTAL USING BUDGETED FUNDS.
- ∞ THE BUDGETED FUNDS CAN THEN BE REIMBURSED BY SAF/CAF FUNDS.
- ∞ PLEASE CONTACT BRENDA KETCHUM FOR INSTRUCTIONS ON REIMBURSING SAF/CAF FUNDS.