Post-Travel
Traveler’s Responsibilities:

1. Prepare Travel Expense Report (TER) within 5 business days of travel return and submit to designated administrative staff. You may also give all required info and receipts to your support staff who will complete the TER.

2. Forms are found at [http://uabis.arizona.edu/eforms/Launcher.asp?FormID=28](http://uabis.arizona.edu/eforms/Launcher.asp?FormID=28)

   ![Travel Expense Report Form](image)

3. Complete as much information as you are able by either typing it into the form or printing it out and writing in the appropriate information.

   ___ **BUSINESS PURPOSE** of trip and location must be indicated

   ___ **DATE & TIME**: On the first and last days of your trip you must include the time you leave from your departure location and the time you arrive at the destination.

Rev 06/16/2015
**ODOMETER:** If you are driving a **personal vehicle** please include your odometer readings both starting and ending, on the first and last days of your trip. If you are traveling to multiple locations over a period of a couple of days you must show odometer readings for each time you change your location.

**DESCRIPTION/DESTINATION:** Indicate the name of the location you are leaving from and the name of the location you are traveling to, as well as the mode of transportation. ie. personal vehicle, county vehicle, air, ground transportation.

**MEALS:** Type B=Breakfast, L=Lunch, and D=Dinner after you have indicated the mode of transportation per the description above. Or you can indicate in the space under funding the dates and the meals for each date that you claiming. The dollar amount should go in the appropriate location in the table.

**LODGING** indicate the amount you paid daily for lodging. If you have indicated that the lodging was designated please include documentation to back it up. The dollar amount should be entered on the line of the night you actually stayed at the hotel not the day you checked out.

4. If you are able to save the document as an editable form please email to the appropriate administrative staff in your office or print it out and submit the form to them.
5. If you need more space than the TER allows, please attach a copy of the Travel Worksheet

This form can be found at:

Yavapai - [http://uacals.org/3av](http://uacals.org/3av)
Coconino - [http://uacals.org/3aa](http://uacals.org/3aa)
Mohave - [http://uacals.org/3ax](http://uacals.org/3ax)

6. Provide all support documentation related to dollar amount being requested for reimbursement to designated administrative staff in your office including but not limited to:
   a. Agendas
   b. Hotel Receipts
   c. Taxi Fares
   d. Parking Fees

7. Once the Disbursement Voucher (DV) has been created the administrative staff will return the TER to you for your signature in blue ink.