Travel Reimbursement Quick Reference Guide
Help Desk: 864-656-2390 or email: Disbursements@Clemson.edu

1) Traveler – Access Points
Web - Login to MyClemson > Employees > Tools > Travel Reimbursement
Apple Devices – Download MyClemson from App Store > Employees > Tools > Travel Reimbursement
Android Devices - Download MyClemson from Google Store Employees > Tools > Travel Reimbursement

2) Traveler - Getting Started
LANDING PAGE
Employees (Employee Resources)
Tools > Select Travel Reimbursement
Create a New Reimbursement Request OR Review View My Requests
Select the Correct Form – In-State or Out-of-State
Authenticate you are a Clemson employee unless previously logged in
Enter the Destination and Purpose of Trip
Enter Fields Correctly for Travel Dates and Times
MEALS
Application selects ALL per diem meals available for reimbursement based on departure and return dates/times
Traveler would need to edit expense type and unselect meals not applicable
MILEAGE
Select Edit to enter mileage
Mileage is automatically calculated based on IRS mileage allowance at the beginning travel date
EXPENSES
Miscellaneous expenses are calculated by category and when the category total ≥ 25.00, a receipt(s) is required
Categories (Air Travel, Baggage Fees, Lodging, etc.) are listed for selection and include the correct account code
RECEIPTS
Capture pictures of receipts from your mobil device and upload to the application for storage. You can also scan
and attach existing paper receipts allowing you to submit a paperless reimbursement request. As receipts are
obtained, create a draft cart to store receipts until ready to submit.
NOTES
Use this area to indicate chartfields. The account is determined by the app; however, if you have the dept, project,
etc. include in this section.
Another other information that is beneficial to the request should be included here.
WORKFLOW
Submit : Recognizes USERID and current supervisor in HR for approval
Supervisor and employee are notified via email of the submitted form, then again once approved or denied.
Traveler must send approved email to administrative staff for CUBS Entry

3) Supervisor
You will receive an email notification that you have a pending travel request to approve or deny. Based on your
financial approver rights, please take the appropriate action based on University Travel policy

4) Admin Staff/CUBS Entry
When entering a reimbursement in CUBS, enter the invoice date as the departure date of travel. For the invoice
number, use the provided button to copy/paste this unique identifier in the CUBS field. This is a key (important)
field between the Travel App and CUBS.

5) Approval Workflow
1) Traveler submits reimbursement
2) Supervisor approves or denies request
   a) Email notification (approved/denied) is automatically emailed to Traveler
   b) Traveler forwards supervisor approved email to Admin Staff for CUBS entry if APPROVED
   c) Traveler corrects draft if DENIED and resubmits to supervisor
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3) Admin Staff reviews for compliance
   a) Compliant with Policy - Admin Staff adds a voucher in CUBS for payment
   b) Skip to 5)
   c) Noncompliant with Policy - Admin Staff DENIES
4) Traveler corrects draft
   a) Begin 1) or resubmitting of reimbursement request routine
5) Funds are deposited to Traveler bank account

Illustration:

6) Admin Staff/ Application Permissions
   You have access to review requests in the application.
   Login to MyClemson > Employees > Tools > Travel Reimbursement > Select Administration
   Filter searches by Username, Invoice Id, Employee Id, Department Id and submission dates
   Useful application to access receipts and data used for travel compliance.
   This application is in compliance with Clemson University Records Management Policy.