



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

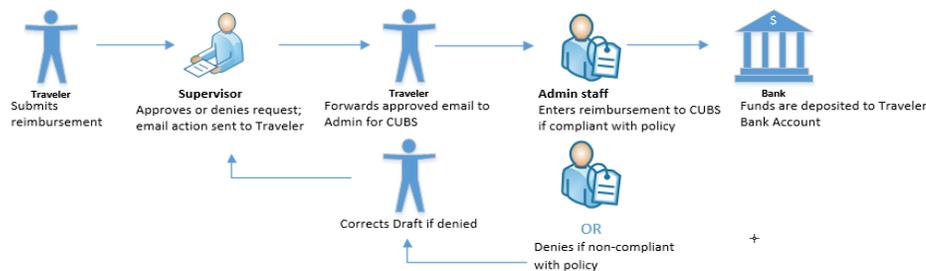


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- 3) Admin Staff reviews for compliance
 - a) Compliant with Policy - Admin Staff adds a voucher in CUBS for payment
 - b) Skip to 5)
 - c) Noncompliant with Policy - Admin Staff DENIES
- 4) Traveler corrects draft
 - a) Begin 1) or resubmitting of 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](#).