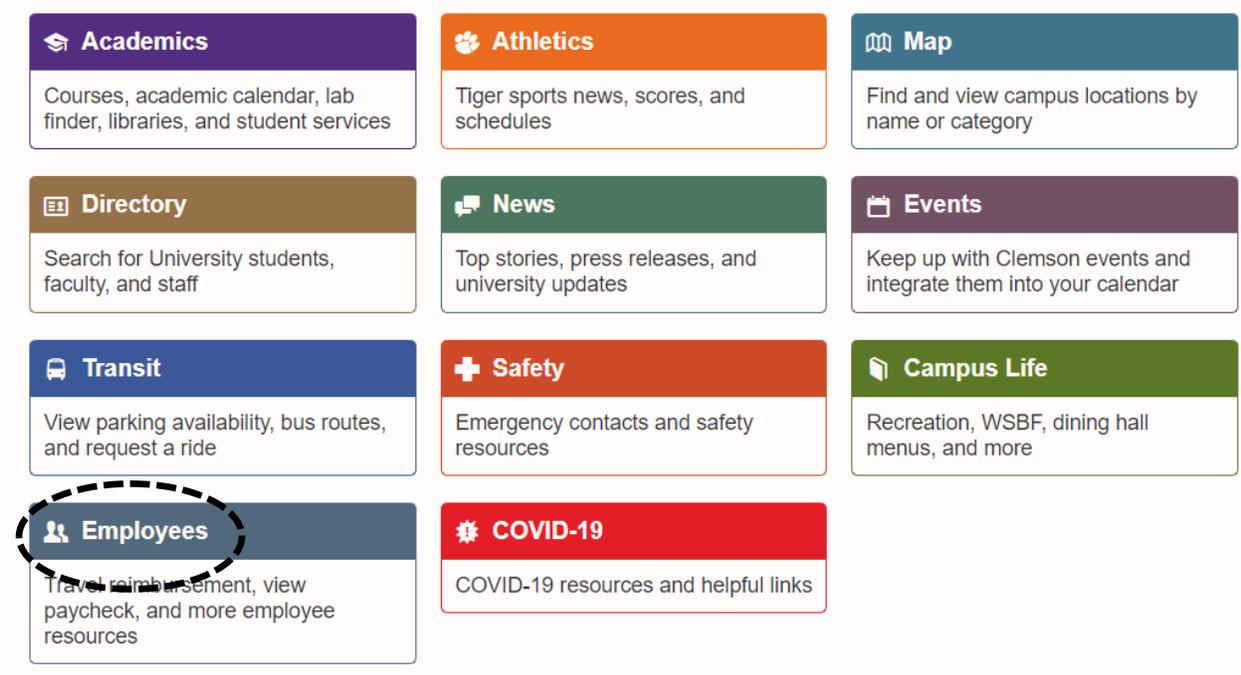


# Submitting A Travel Reimbursement for In-State/Out-Of-State Travel through the Travel App

If using a mobile device, the my.clemson app needs to be downloaded or you can access my.clemson.edu from your smartphone's browser. If using a computer, sign into my.clemson.edu with your username and password.

To submit a travel reimbursement, begin by selecting "Employees"



Next select "Travel Reimbursement" under Tools



## STEPS

- Select “Create a New Reimbursement Request”
- Choose your travel type (in state or out of state). This selection will determine the correct per diem meal rates.
- Complete all the following information, then select “Continue”:
  - Destination of trip
  - Purpose of trip
  - Departure Date
  - Departure Time – accuracy is important
  - Return Date
  - Return Time– accuracy is important
- Travel Summary
  - Mileage related to business travel can be added
  - Meals can be adjusted in this section if needed
  - Out of Pocket Expenses related to travel can be added
    - Include detailed receipts for reimbursement requests >\$25.
  - Notes can be added to indicate the chartfield to charge and leave comments related to the travel reimbursement request.
- Click “Submit” to submit your travel reimbursement request to your supervisor. Note – You can also save a draft of your request and add information daily while in travel status and submit upon your return.
  - Your travel reimbursement request will be sent via email to your supervisor to review and approve. Once approved by your supervisor, you will receive an email notifying you the request was approved. ***This email must be forwarded to [FSS@clemson.edu](mailto:FSS@clemson.edu) to process the travel reimbursement. You will not receive reimbursement if you do not forward this email.***
  - Any discrepancies found will be communicated to you and your supervisor.