

PHASE ONE OF THE  
NEW ONLINE TRAVEL EXPENSE FORM

You can now go to [www.fsc.edu/procurement/](http://www.fsc.edu/procurement/) and fill out your travel reimbursement form. There are two forms posted for your convenience. The mileage only form can be used for travel such as supervision and the other can be used for travel that may involve more receipts such as an overnight conference you may attend. These are just examples of the different uses. You can decide which form works best for your circumstance.

Simply open the form and fill it in and then save it. Remember that each time you save a form to give it a unique name so you are not overwriting previously saved forms. A really nice feature of these new forms is that they will automatically calculate totals for you.

After you have filled it out, printed it, and then saved it, obtain the necessary signatures and submit it to the Treasurer's Office for processing.

If you have any questions regarding this form, please contact Doreen Ares at ext. 3123.