

Stratus Travel Tips & Tricks

Travel authorization

- All overnight travel requires preapproval prior to your departure date.
- A travel authorization does not encumber funds. Therefore, overestimating your expenses is suggested in case your expenses increase. This will reduce the need for an additional or adjusted authorization.
- All estimated expenses default to the home department (Cost- Center). If your home department is not funding your trip or is only covering a portion of your trip you will need to manually update the cost center for each estimated expense.
- Multiple cost centers can be entered on the authorization.
- Authorization workflow – Traveler, Immediate Supervisor, and Business Travel Office.

Travel Expense Report

- Travel expenses that require itemization are hotel, airfare, and meals. All other expense items do not require itemization, unless you need to split the expense between cost centers.

Hotel – Click on the + Itemization to create a line for each day of your hotel stay. Separate itemization if internet or parking are charged.

The screenshot shows a table with columns: * Itemization, * Type, * Date, Daily Amount, Days, * Amount (USD), Personal, and Remove. A dropdown menu is open under the * Type column, showing options: Daily Charge, Internet - Split, and Parking - Split. The * Amount (USD) field contains 0.00+ and the Personal checkbox is unchecked. The Remaining Balance is 0.00.

Airfare – Click on the + Itemization to create a line for airfare cost and a separate entry if charged baggage fees.

The screenshot shows a table with columns: * Itemization, * Type, * Date, Daily Amount, Days, * Amount (USD), Personal, and Remove. A dropdown menu is open under the * Type column, showing options: Airfare Cost and Baggage Fees. The * Amount (USD) field contains 0.00+ and the Personal checkbox is unchecked. The Remaining Balance is 0.00.

Meals – Click on the + itemization to create a line for each meal requested per day.

The screenshot shows a table with columns: * Itemization, * Type, * Date, Daily Amount, Days, * Amount (USD), Personal, and Remove. A dropdown menu is open under the * Type column, showing options: Breakfast, Dinner, and Lunch. The * Amount (USD) field contains 0.00+ and the Personal checkbox is unchecked. The Remaining Balance is 0.00.

- Under the itemize section there is a box marked personal. **Do not check this box.** This option means personal days and if the traveler checks the box your reimbursement amount for that expense will be zero dollars.

The screenshot shows a table with columns: * Itemization, * Type, * Date, Daily Amount, Days, * Amount (USD), Personal, and Remove. The * Amount (USD) field contains 0.00+ and the Personal checkbox is checked. The Remaining Balance is 0.00.