## **Stratus Travel Tips & Tricks**

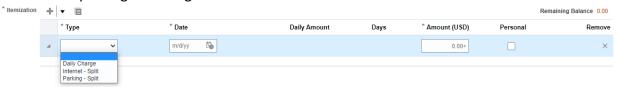
## Travel authorization

- 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.

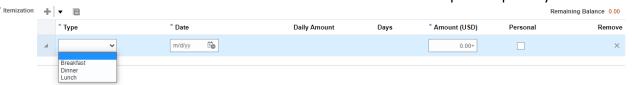
**Hotel** – Click on the + Itemization to create a line for each day of your hotel stay. Separate itemization if internet or parking are charged.



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



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



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.

