

## Reimbursement Request Guidelines

- ❖ All submissions must include a travel report (for travel related expenses) or a check request (for all other expenses submitted for reimbursement). These can be submitted online through email or physically to the Director of Academic Finance.
- ❖ All supporting documentation for **on-line submissions** must be in **pdf format**. This includes all receipts.
- ❖ Please attach original receipts to the reimbursement request for **paper submissions**.
- ❖ A receipt or other supporting documentation is required for **every** expense submitted for reimbursement.
- ❖ Information on travel policies and forms are located at <https://www.trincoll.edu/dean-of-faculty/faculty-development/faculty-leaves-grants-and-funds/travel-guidelines/>

**Requests that do not include all of the required information in the proper format will be returned.**