

## Stratus Travel Tips & Tricks

### Travel authorization

- x All overnight travel requires preapproval prior to your departure date.
- x 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.
- x All estimated expenses default to the home department (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.
- x Multiple cost centers can be entered on the authorization.
- x Authorization workflow –Traveler, Immediate Supervisor, and Business Travel Office.

### Travel Expense Report

- x 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.

x

