# IMSE Travel Expense Reimbursement Instructions

For travel expense reimbursement, you may or may not need a receipt. If you do, and you've lost it, click here for the lost receipt form. All employees can create and review their own expense report in Workday, **or request that a Procurement and Expense Specialist (PES) do so on their behalf by submitting a service request**. If a PES creates one on behalf of an employee, it will still route to that employee for review. You may also partially complete an expense report, save for later, and then hand off the remaining portion to your Procurement and Expense Specialist by emailing them the expense report number.

**Overview of Expense Reports**

- Employees cannot create an expense report in Workday on behalf of another employee.
- Expense reports may contain reimbursable items and/or Travel & Hospitality Card (T&H) transactions (non-reimbursable).
- Negative Expense reports can be submitted as of August 1$^{st}$, 2020.
- Employees with T&H Cards can use them for all allowable & appropriate travel and hospitality expenses. **T&H Card transactions interface into Workday and must be reconciled through an expense report.**
- Submitted expense reports route through the following review/approvals:
  - If submitted by employee, reviewed by Procurement and Expense Specialist
  - If submitted on behalf of employee by Procurement and Expense Specialist, review by employee
  - If authorization contains Grant Worktag, review by the Grant Finance Specialist
  - Approval by Cost Center Manager(s) associated with funding for the authorization
- Due to Iowa State University's transition into meal per diems, the expense report process will look different for all travel after August 1$^{st}$, 2020. See this FAQ page for more details.

There is information in the links below related to travel expenses such as mileage, in-state lodging, and meals. **You may want to review this information BEFORE traveling.**

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**Other Travel Resources:**

**Certified Providers for In-State Lodging Expenses:**
https://stophtiowa.org/certified-locations

**Accounting Templates/Forms (e.g. for missing receipts, petty cash forms, etc.):**
https://www.controller.iastate.edu/templates/universityforms.htm

**Summary of Allowable Travel Expenses:**
http://www.controller.iastate.edu/travelinformation/allowableexpenses.htm

**Summary of Unallowable Travel Expenses**
http://www.controller.iastate.edu/travelinformation/unallowableexpenses.htm