



Employee Reimbursement Process for Disbursement Center Travel Customers

See below for instructions on how to submit expense reports electronically and via postal mail.

For former travel customers of the ABSC, the Disbursement Center will accept the chartstring name or nickname provided in your department chartstring list from the ABSC. If the old ABSC form is preferred, the Disbursement Center is continuing to accept this form, but it needs to be sent to the Disbursement Center, not to the ABSC.

Instructions

1. Traveler prepares receipts
 - **For electronic submission:**
 - Scan receipts and verify that the scanned document is legible
 - **For paper submission:**
 - Attach receipts to an 8 ½ x 11 white sheet of copy paper, or copies receipts. Please be careful when taping, highlighting, or marking up receipts as thermal receipt paper is very sensitive and may become illegible.
2. Traveler sends the following information to the Disbursement Center (via [email](#), or to 23 Mansfield Avenue, Burlington, VT 05401 via campus mail):
 - **Receipts:** See #1 above
 - **Who:** Traveler name and employee ID
 - **What:** List the actual expenses to be reimbursed
 - **Where:** Location of travel and/or expenses
 - **When:** Dates of travel and/or expenses occurred
 - **Why:** Business purpose of travel and/or expenses
 - **Valid Chartstring:** If you are a full-service Disbursement Center customer (either a current, or former ABSC customer) we will accept the chartstring name or nickname provided in your department chartstring list from the ABSC)
3. Disbursement Center creates the expense report in PeopleSoft.
4. Disbursement Center emails a PDF of the expense report to traveler and approver for electronic signatures.
5. Traveler and approver electronically sign and return the PDF to the Disbursement Center.
6. Disbursement Center approves the expense report in PeopleSoft, and routes it to Prepay Audit.
7. Prepay Audit reviews and approves expense report and stages it for payment.
8. Traveler receives payment via direct deposit or check.

Contact travel@uvm.edu or 656-4192.

See also:

- [Travel Policy \(PDF\)](#)
- [Employee Reimbursements](#)
- [Travel Authorizations & Advances](#)