**Instructions for FPB Travel Reimbursement**

**from the center for Research and Scholarship**

1. Complete a **Travel Request Form** below, found either online in Faculty/Staff Forms + Reports or in the CFRS office outside the door of NO204J.
2. Complete the form and give to Lea Williams in the CFRS RM: NO204J.
3. **Travel Request Form** is handed to Dr. Ronald Hickman who will approve the travel and the amount, and the CFRS will forward the information back to the faculty.
4. The faculty pays for the expenses upfront and turns in the original receipts after the travel to the CFRS to be processed for reimbursement.
5. Please bring all receipts, taped to a blank piece of paper to Lea Williams, RM:NO204J. A copy is made for your records and we keep the originals for reimbursement purposes.

Note: Some travel can be paid for upfront. Please contact George Umbarger for more information once you receive travel approval. His number and e-mail is 368-6331 and [gxu12@case.edu](mailto:gxu12@case.edu).