

# Travel – How to Submit a Student Travel Expense Report

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<b>Purpose:</b>	Create a request for Student Travel Expense Report
<b>How to Access:</b>	Use the production link below to create a Student Travel Expense in DocuSign
<b>Procedure:</b>	Complete the following steps to create a student travel expense report:

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Navigate to: [Student Travel Expense Report](#)

## PowerForm Signer Information

Student Travel Expense Report

Fill in the name and email for each signing role listed below as needed. Signers will receive an email inviting them to sign this document.

Please enter your name and email to begin the signing process.

### Student

Your Name: \*

Your Email: \*

Please provide information for any other signers needed for this document.

## Student Travel Expense Report

**Workflow – DocuSign>Student> (If the student checks no to the US Citizen/Permanent Resident Alien question they need to contact the NRA office before completing the form)>sponsoring faculty/chair> cost center manager(s) >financial steward(s)>Business Travel Office for final review and audit.**

- Students will need to know who their supervisor or sponsoring faculty member/chair is before submitting any forms.

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- Students should work with the sponsoring faculty/chair or supervisor to determine the cost center that will be funding the trip. Please note grants are cost centers in Stratus. In addition, they need to know who the cost center manager and financial steward are for each cost center funding the trip before completing the form.
- **All students must answer the US Citizen/Permanent Resident Alien question.** If a student selects yes, they will continue with the form. **If the student selects no, a popup message will appear informing the student to contact the NRA office at [nratax@towson.edu](mailto:nratax@towson.edu) or Rachel Morgan at 410-704-5269 before proceeding.**
- Complete all required fields in which they used personal funds to cover those expenses. No prepaid items will be on the expense report.
- Attach their approved authorization if it was an overnight trip. The student would have received an email with a completed copy of the preapproved travel authorization.
- It is the responsibility of the cost center manager (s) to enter the cost center along with the dollar amount funded for each expense.
- Once the report is complete the student will click finish. The form will route to the immediate supervisor or sponsoring faculty/chair, cost center manager(s) and financial steward (s). The final stop will be the Business Travel Office for review and audit.
- If the form is not correct the Business Travel Office will try to assist the student with the necessary corrections. However, the BTO only has certain access to the form. If the student must make the corrections the BTO will reject the form along with any comments explaining the reason for the rejection.
- Unfortunately, if the BTO rejected the students DocuSign form they will need to complete a new Student Expense report. DocuSign does not have the ability to send the form back and forth through the workflow.