Agricultural Sciences and Marine Sciences Business Center Travel Reimbursement Process
Updated 11/5/2010

TRES Form is completed in Department/Unit:

- Print the completed TRES Form and obtain the signatures or electronic approval of the traveler and budget authority
- Complete document in Banner (if you have Banner input access)
  - or
- Forward the TRES Form in the TRES on-line system to your unit’s AMBC travel administrator.
- Send or scan the TRES Form as well as additional documents requested in the addendum to:
  - General mail or campus mail to: AMBC, 108 Hovland Hall – Attn: Travel
  - Scanned copies to your unit’s network A/P folder.

Travel Pre-approval: Follow current guidelines posted in the following links and the current guidelines of your specific unit. The exception is foreign travel on restricted grant funds. Pre-authorization is required through OPAA.

http://oregonstate.edu/dept/budgets/TRAManual/TRA201.htm

TRES Form is completed in AMBC:

- Scan or mail all documents listed in the ADDENDUM to the AMBC:
  - Scan to unit’s network folder
  - General mail or campus mail to: AMBC, 108 Hovland Hall – Attn: Travel

ADDENDUM - NECESSARY DOCUMENTS IN TRAVEL PACKAGE:

1. Travel Reimbursement Form
2. Lodging receipts (For lodging exceeding rates for area—need conf doc giving special rate.)
3. Small receipts taped on ONE side of page (makes it easier to scan).
4. Copy of meeting/conference/workshop/ program agenda.
5. For personal airfare purchases: itinerary, boarding passes, copy of credit card statement
6. Copy of registration form or confirmation of registration.

Please put traveler’s name on all pages of docs because pages are unstapled or unclipped for scanning.