Lodging:

As of November 2020, the FIS Travel Policy has changed the lodging reimbursement from per diem to actual cost. Receipts will be required.

To fill out the Travel Reimbursement Entry System” (TRES) reimbursement form, follow these steps:

1. At the top Itinerary header, enter in the travel dates, city, state and check the box for meals, if needed.
2. In the hotel rate section, list the actual cost of the hotel/lodging expense. If no lodging is claimed for reimbursement, enter “0” for the hotel rate.
3. Click on “Populate Itinerary” button. This action will fill in the itinerary table below.
4. Note: hotel/lodging taxes should be filled in under “other expenses section” by clicking the "Lodging tax" drop down field.
Meals:

As of November 2020, the FIS Travel Policy has changed the policy around meal reimbursements based on the date of departure and arrival. The traveler is eligible to take 75% meal per diem on their day of departure and return. Meal per diem is split as 25% Breakfast, 25% Lunch and 50% dinner.

To claim the 75% meal selection for the day of departure and return, the traveler will need to:

1. At the top Itinerary header, enter in the travel dates, city, state and check the box for meals.
2. Click on “Populate Itinerary” button. This will fill in the itinerary table below.
3. On the day travel starts (departure), three boxes will be selected, and it is recommended to clear the breakfast box (as this represents 25% of the meal per diem).
4. On the day of their return, it is suggested to clear the breakfast box.
5. At the bottom of the reimbursement form, click on “calculate total” button and this will recalculate the per diem for the day of departure and return to the 75% eligibility.