

Tips/Hints to Streamline Your Travel Reimbursement

1. Receipts should be itemized and legible
2. Receipts should be arranged in chronological order and taped on 8 ½ x 11 paper
3. When possible use the your corporate card instead of your personal credit cards
4. Alcohol and other non-reimbursable items should not be submitted for reimbursement
5. Payment for working business meetings must include a list of attendees
6. Do not request reimbursement for Car, hotel upgrades
7. Missing necessary signatures

Top ways to Reduce Delays: Ways to help reduce delays in processing invoices/reimbursement requests

1. Contact OBFS in advance of incurring expense or placing an order
2. Avoid having faculty and staff advance funds on behalf of the University. Encourage employees to utilize appropriate purchasing tools for legitimate business expenses such as: LVOs, POs, BruinBuy, preferred supplier agreements (Office Depot), or ProCard (Procurement Card).
3. Have the vendor reference the valid PO number order on the invoice.

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