

## Admitted Students' Weekend Reimbursement Tutorial

If you travel from out of town for MENV Admitted Students' Weekend, you can submit a reimbursement form to cover up to \$300 worth of expenses associated with your trip.

To process your reimbursement, please follow the instructions below:

- Go to <https://www.colorado.edu/asfacultystaff/content/non-employee-travel-form>
- Once here, please click on [the guide button at the top of the page](#)
- Fill out the relevant information regarding your travels
- You will need the following information to fill in the corresponding fields of the form:
  - **Who is your FSC tech?:** Stacy Cantrell
  - **Dept. Abbreviation/Org. # (M-Z):** MENV – 11119 / ORE – 11297
  - **Business purpose - Please explain how this relates to official university business:** Business purpose - Please explain how this relates to official university business: This is for reimbursement for the MENV Admitted Students' Weekend event. The department covers up to \$300 worth of travel expenses associated with my attendance at the event.
  - **Select one of the following:** No Per Diem
  - **Did this trip include personal travel?:** Select the option that applies to you.
  - **Speedtype: 11003997**
  - **Additional Comments:** R7: Admitted Students Weekend
  - **Would you like an emailed copy of this form sent to you?:** Yes
  - **Enter your email, use commas to separate multiple addresses:** Enter your email, add a comma, and then enter [MENVAdmissions@colorado.edu](mailto:MENVAdmissions@colorado.edu)
- Click "Submit"

**Please note:** Keep all itemized receipts for reimbursable expenses. Credit card processing receipts, copies of canceled checks, bank statements entries, etc. are not adequate for reimbursement. Receipts must be itemized.