

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
- 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.