

Travel and Expense Realization Process

1. Travel must be approved in a timely manner.
2. Book your travel leveraging preferred hotels and least expensive flights.
3. Receive confirmation of travel booking. Save any confirmation communications!!
4. When traveling, leverage corporate credit card to make purchases. Save all receipts!
5. Upon returning home, gather all receipts of any purchases including travel.
6. Sign into Travel and Expense system and enter all expenses.
7. Provide all receipts into system to avoid delay with budget realization.
8. Expenses are normally realized in your budget the month AFTER you have entered them in the Travel and Expense system.
9. Check your budget plan to make sure charges have been realized accurately.
10. If any differences, work with Travel & Expense rep or your Finance person.

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