

# Travel Procedures

1. Fill out travel approval forms for travel or complimentary travel and submit to the Administration Office for approval.
2. Once approved you will create a Spend Authorization in Workday that will be approved by your supervisor and Administration Office.
3. If you are traveling you should have a P-card, if you don't have a P-card contact the Administration Office for information on acquiring one. If there is a time issue in receiving your P-card, please contact Laurie Grant or Christie Riganati in the Administration Office.
4. When you return from your trip you will create an expense report in Workday for reimbursement. Please save your receipts you will be scanning and attaching them to your expense report.
5. You can view Florida Atlantic University's Travel policies and procedures in Workday where you create your Spend Authorization.
6. Please contact Laurie Grant or Christie Riganati in the Administration Office with any travel question, we are here to assist you.