



UNIVERSITY OF NORTHERN COLORADO

**College of Natural and
Health Sciences**

Travel Reimbursement Help Sheet

You will need:

- Receipts for all purchases
- FOAP information for purchases
- Travel Authorization (TA) approval number
 - Note: if you are only claiming mileage, you do not need a TA

Steps:

1. Complete the [travel reimbursement form](#) *after* you have completed your travel.
 - a. The FOAP information is on the TA and consists of a Fund number, Organization Code, Account number, and Program Code.
 - b. If you are using start-up funds or other awards, you will also need to include an activity code
 - c. The Program Code is usually 1000 for teaching and 2300 for research-related expenses.
 - d. See our [list of travel account codes](#) for reference
2. Submit the completed, but still editable, form along with receipts, etc., to: NHSAccounting@unco.edu
 - a. Receipts should be in pdf format
 - b. If you are using funds not initially indicated on the TA (e.g., Provost Award for Travel funding), submit the approval information and budget as well
 - c. Reach out to your SFSS for help with any questions