

**March 2009**

**Travel Expense Report Division Business Processing for Approval of Payments**

NEW PROCESS: In order to avoid potential delays in reimbursement and confusion, please complete your Travel Expense Reports as follows, until further guidance.

1. Prepare your Expense Report and enter your allowable reimbursable expenses in TREX.
2. Select the appropriate Program Head for approval AND
3. Click on "Save for Later" button. DO NOT CLICK "Submit For Approval" at this point.
4. Before closing the TREX document, click on "Printable View" (near the bottom of the screen) and print the page(s) which contains your name, trip#, and other expense information.
5. Attach your original receipts with the printout and send them to Valarie Espinoza-Ross, the ESD Lead Travel Coordinator at MS90R1116.
6. Valarie will review the TREX expense report, make any necessary corrections, will initiate the Approval process, and forward the hard copy to the Travel Department.
7. Travelers will receive a notification to log back into TREX to certify their expense report.
8. Approvers will receive a notification to log into TREX to approve traveler's expense report.

Also work with your local administrative team members to review these steps and answer any questions along the way.