



THAYER SCHOOL OF ENGINEERING AT DARTMOUTH

Student Reimbursement - Travel


Go to <http://www.dartmouth.edu/~fincenter/forms.html>

Click on Payment Request


Select Dartmouth Student

Select Travel/Business Expense

Fill out the e-Form

 All fields with a * are required

Payee Name: Enter *last name, first name*, and select the appropriate mailing location

 If you are unable to locate your name in the list of values, then check “New Payee/Address” box below. A box will appear, enter your name and address where you want the check sent.

Business Purpose: Enter the reason for the travel.

Payment Type: Leave as Travel/Business Expense

Payment Amount: Amount of Reimbursement.

Travel Destination: Where you traveled

Meal Reimbursement: Actual or Per Diem

Dates of Travel: Enter the date/dates of your travel

Chart Strings: Enter the chart string that will support this expense

Travel/Business Expense Itemization: There is an itemization page to list your expenses. On the main forms page select “Travel/Business Expense Itemization”. Once completed upload with your receipts to the eForm.

Attachments: This is where you will upload your itemization and receipts (if required). Receipt is not required for items under \$75.00

Approvals: Select the appropriate faculty that has approval for your travel. To add approver enter last name first and select the correct name and hit “Add this Approver”.

Submit: When you are done filling out the form hit submit. You will get an email indicating the status of the submission.