TREQ USER GUIDE: NON-TRAVEL REIMBURSEMENT

Non-Travel Reimbursements are used for purchases already made with your own fund unrelated to travel. *If you have any questions, please email efast@uw.edu*

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Step 1: Enter Order Details
- Enter a short title
- Enter the Business Purpose: The explanation of how this purchase was used for UW business and the benefit to a grant (if applicable)
- If requesting food reimbursement, please select “Food will be purchased as part of this project”

Step 2: Item Details
- Select “+ Item”
- Add item details: Quantity, Item description, Amount
  - You can group like items together in a single line item
  - TREQ will auto calculate quantity multiplied by amount for a line total
  - Optional: Add a URL

Step 3: Upload Supporting Documents
- Click on the grey “Copy” button to copy the unique TREQ Number
- Click on “Open OneDrive Folder”
- In the new tab, create a new folder with the title of the unique TREQ Number
- Upload applicable files in new folder: Invoices or you may not have an invoice to upload
- If food related, please include applicable supporting documents: food form, list of invitees/attendees, meeting agenda
- When done, go back to TREQ tab and click “Done Uploading”

Step 4: Enter Budget Information
- Type is the applicable budget number or name; select correct budget
- You can split the cost among other budgets by selecting the split type and adding other budgets by clicking “+ Budget”

Step 5: Review and Submit
- On the final page, review the information you have entered and submit – department approvers will automatically populate based on the budget information entered.
- If the approver is blank or incorrect, you can change to another College of the Environment personnel
- If a department approver is blank, TREQ will route to eFAST for further assistance