Travel Reimbursements are used after a travel expense has occurred. This is a step-by-step guide for reimbursements if there is a previously approved Pre-Travel Authorization. If you have any questions, please email efast@uw.edu

Travel details Summary Page will be saved from previously approved Travel Pre-Authorization. This page will not appear.

### Step 1: Enter Basic Trip Details
- Not Applicable if you submitted a Pre-Travel Authorization

### Step 2: Travel Expenses and Details
- Per Diem should populate from previous Pre-Travel Authorization
  - Trips change: You can update per diem rates or total lodging in the “Actual Lodging” field
- Previously estimated expenses are auto populated in the table
  - Trips change: You can update or delete any line items
- You can add additional expenses by clicking on the “+ Item” button
  - There is an optional text field to add an URL, if desired
- Click “Save & Continue”
- Answer post Travel Questions and Notes
  - Leave comments for exceptions

### Step 3: Upload Supporting Documents
- Click on “Open OneDrive Folder”
  - This will open a new browser tab
- Find your previously created folder
- Upload applicable files in the TREQ folder: Receipts for airfare, lodging, car service, etc.
- When done, go back to TREQ tab and click “Done Uploading”

### Step 4: Enter Budget Information
- Budget information should already be saved
- You can update budgets, if needed
- When done, click “Continue”

### Step 5: Send Order to Fiscal
- On the final page Review the information previously entered and submit
- Since a pre-authorization was previously approved, the travel reimbursement will bypass the first approval and will be routed to the funding approver for a final review
- eFAST will then process the order and will follow up with the traveler for any missing required information