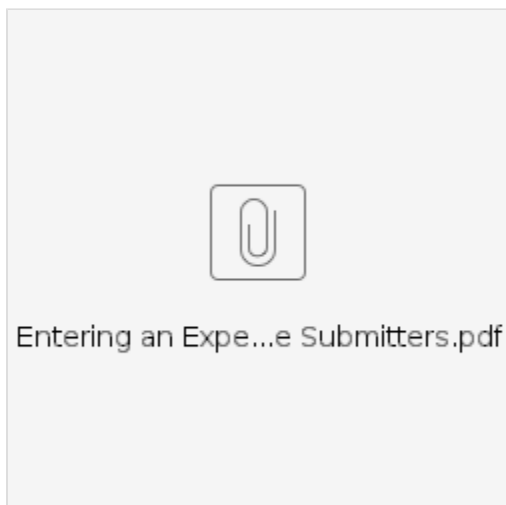


Travel and Expense Reimbursement

University approved travel can be placed on a university approved credit card where applicable. Direct physics department inquiries to phyadmin@syr.edu.

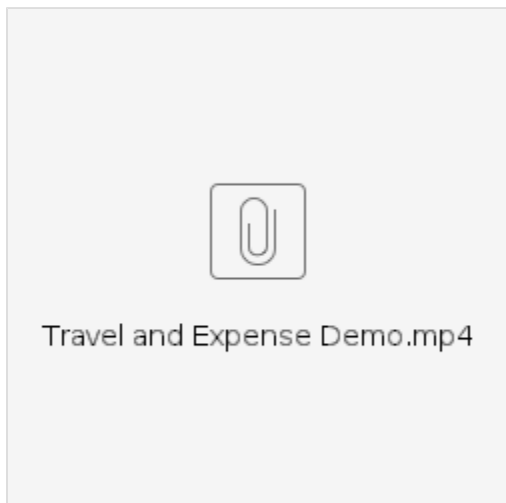
Reimbursements for travel and employee expenses should be submitted within 60 days of the expense being incurred. Active employees should submit their requests for reimbursement using the Travel & Expense Center in MySlice following the step-by-step instructions provided in the "Entering an Expense Report" file. Non-employees should contact the Budget Administrator at phyadmin@syr.edu

Travel tutorial



Travel and Expense Video Tutorial

Note: The layout of MySlice has been updated since the video training video above was filmed but the process is the same.



Travel

- [Purchasing site for travel](#)
- [University travel policy](#)
- [Expense Reimbursement policy](#)
- [2016-2017](#) Copy of SU insurance card for rental vehicles on SU business

