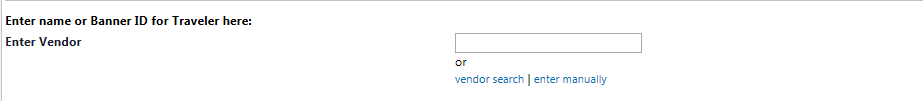
Grizmart Travel Entry Instructions

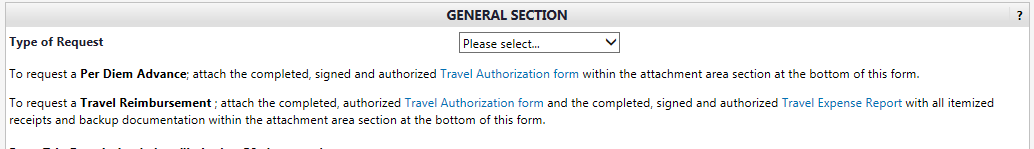
Prior to entry in Grizmart all Travel Expense Report/Request and Authorization to Travel must be completed and signed.

Select Travel Form

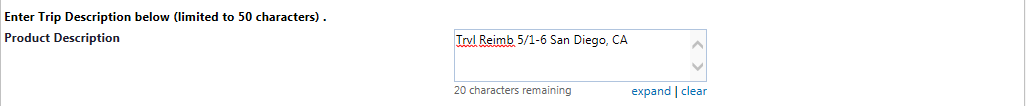
Enter Vendor



Select Type of Request that you are entering from the Dropdown Menu, either Per Diem/Travel Advance or Travel Reimbursement.



Enter Trip Description-Maximum of 50 Characters (This is the information that will feed into Banner and Print on the Check)



Enter Departure Date as the vendor invoice number



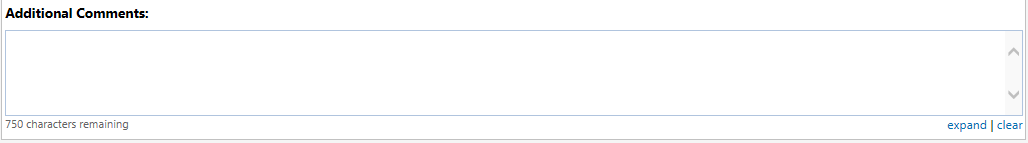
Enter Today’s Date as the invoice Date



Enter amount of Travel Reimbursement/Per Diem Request in amount box



You can enter any additional comments in the additional comments box.



Attach RAT for a per diem request.



Attach TER/RAT with all backup receipts if entering a Travel Expense Report.

