**COVID-19 Travel Reimbursement**

These are instructions for completing travel reimbursement when travel is canceled due to COVID-19 and reimbursement is not available from other sources.

1. Department prepares the travel claim form: [Travel Claim Form](https://www.etsu.edu/bf/procurement/ap/documents/travelclaim_3_11_20.xlsx)
2. Under Day 1, select Travel Day equal to COVID-19.
3. Complete the paper claim form and have it manually signed by the department authority. The department authority MUST manually sign the paper claim prior to being uploaded to the requisition in eBucs. COVID-19 Travel Reimbursement claims without the properly approved paper claim will be rejected by Accounts Payable and will need to be resubmitted. By signing the paper claim form the department authority is acknowledging that all appropriate backup documentation is included with the claim.
4. Department prepares the reimbursement claim in eBucs using the **COVID-19 Travel Reimbursement** form.
5. Prepare the **COVID-19 Travel Reimbursement** for Brandon Mitchell, Business & Finance (see snippet below).
	1. After completing the **COVID-19 Travel Reimbursement** form and adding to cart, select “Proceed to Checkout”, select “Final Review” in the blue ribbon at the top of the page.
	2. Use the “Prepared for” feature in the “General” section of the draft requisition by clicking “edit”, then click “Select a different user” and then select Brandon Mitchell. Then “Save”.
	3. You must switch the “Prepared for” name to Brandon Mitchell BEFORE entering the index number.
6. Enter Chart E, Index 40106 (COVID-19 Travel Reimbursement) and Account code 73110 in the Accounting Codes section of the draft requisition.
7. Scan the approved paper claim form along with the supporting documentation and attach it to the requisition as an internal attachment.
8. Submit the requisition by clicking “Place Order”. (It will then electronically route for processing. NOTE: DO NOT click Assign Cart).

Snippet is on next page

