

Instructions for Completing a Jaggaer Travel Reimbursement

1. Go to <https://solutions.sciquest.com/apps/Router/SAMLAAuth/EKU> and login using your ECU credentials.
2. Scroll down to the **Forms** section and select the Travel Reimbursement form for the date range your travel started.
3. **Step 1 – Supplier Info** – You are the supplier. Start typing your last name in the “Select Supplier” search box.
 - a. If your name does not automatically come up in the search, let your department Administrative Coordinator know.
 - b. Confirm your address and indicate that you’re an Employee.
4. **Step 2 – Invoice Info** – There’s not technically an invoice for travel, so you will need to assign one manually. In caps, type “TRAVEL”+ MMDDYY first date of travel, for example, **TRAVEL110222**.
5. **Business Purpose, Trip Details, Mileage, and Subsistence** – this section has a lot of blocks for entering different legs or portions of your trip. One block for each day of travel is generally sufficient.
 - a. Enter departure date and time, return/arrival date and time, depart from and return/arrive to location.
 - b. Enter a business purpose. Please spell out the name of your conference.
 - c. Enter City-to-City Mileage, if applicable, as a whole number in the Quantity field. Use Google Maps or Mapquest to find the shortest mileage from Point A to Point B. Print to Save this map as a PDF file and include it with your supporting documentation attachments in **Steps 6 & 7**.
 - d. Vicinity mileage must be business-related and justified in writing. Enter mileage in the Quantity field.
 - e. Subsistence – The subsistence rate for approved travel meals is \$36 for low rate travel areas and \$44 high rate areas ([High Rate Travel Table](#)) The University will prorate the subsistence per diem rate for departure days and return days as shown by the chart below:

Subsistence Per Diem Chart

Travel Days	Low Rate	High Rate
Departure Days	\$28	\$34
Away Days	36	44
Return Days	28	34

There is no subsistence per diem for meals included in the cost of lodging, conference or meeting registration expenses, or otherwise provided at no cost to the Traveler as part of the event. Travelers must deduct all included meals from the subsistence per diem as follows:

Low rate areas: \$8 for breakfast, \$10 for lunch, and \$18 for dinner

High rate areas: \$10 for breakfast, \$11 for lunch, and \$23 for dinner

6. **Other Expenses – Paid by Traveler (Out of Pocket)** – Scroll all the way to the bottom of the form. List expenses paid with personal funds in this section. For every expense, attach an electronic copy of the receipt, using the “Add” link on the right side of the screen.
7. **Other Expenses – Prepaid** – List expenses paid with University funds by ECU Procard or check. Attach an electronic copy of the receipt, using the “Add” link on the right side of the screen.
8. At the top right, select **Add and Go To Cart**.
9. At the top right of the next screen, select **Assign Cart**.
10. In the “Assign Cart” field, click Search, and look for your department’s Administrative Coordinator. Select the person by clicking the “+” (plus sign) on the far right of their name. Click Assign.

****If you used personal funds to pay for your trip, and your funding will only reimburse a portion of what you spent, you will need to lower the amounts of the expenses on your voucher to meet the funding limit. This can be done by removing per diems, mileage, and lowering out-of-pocket expenses until the limit is met. Please contact your Administrative Coordinator or Erin McCord (2-8018) for further guidance, if you need to do this.****