## How do I get reimbursed? Are you a **UM** Yes. Nο **Employee?** To submit an expense For information on how to reimbursement, please apply for a Travel Card, visit complete the **Non-Employee** the **Travel Card Website**. and Student Expense Reimbursement Form. For information on Travel For information on Expense and Business Expense Reports, visit the Workday Reimbursements, visit the Finance: Expenses Website. **Controller's Office Website** For information on Travel and Business Expense Reimbursements, visit the Controller's Office Website. For a detailed outline of the policy, visit the **Electronic**

**Travel & Business Expense Reimbursement Policy.**