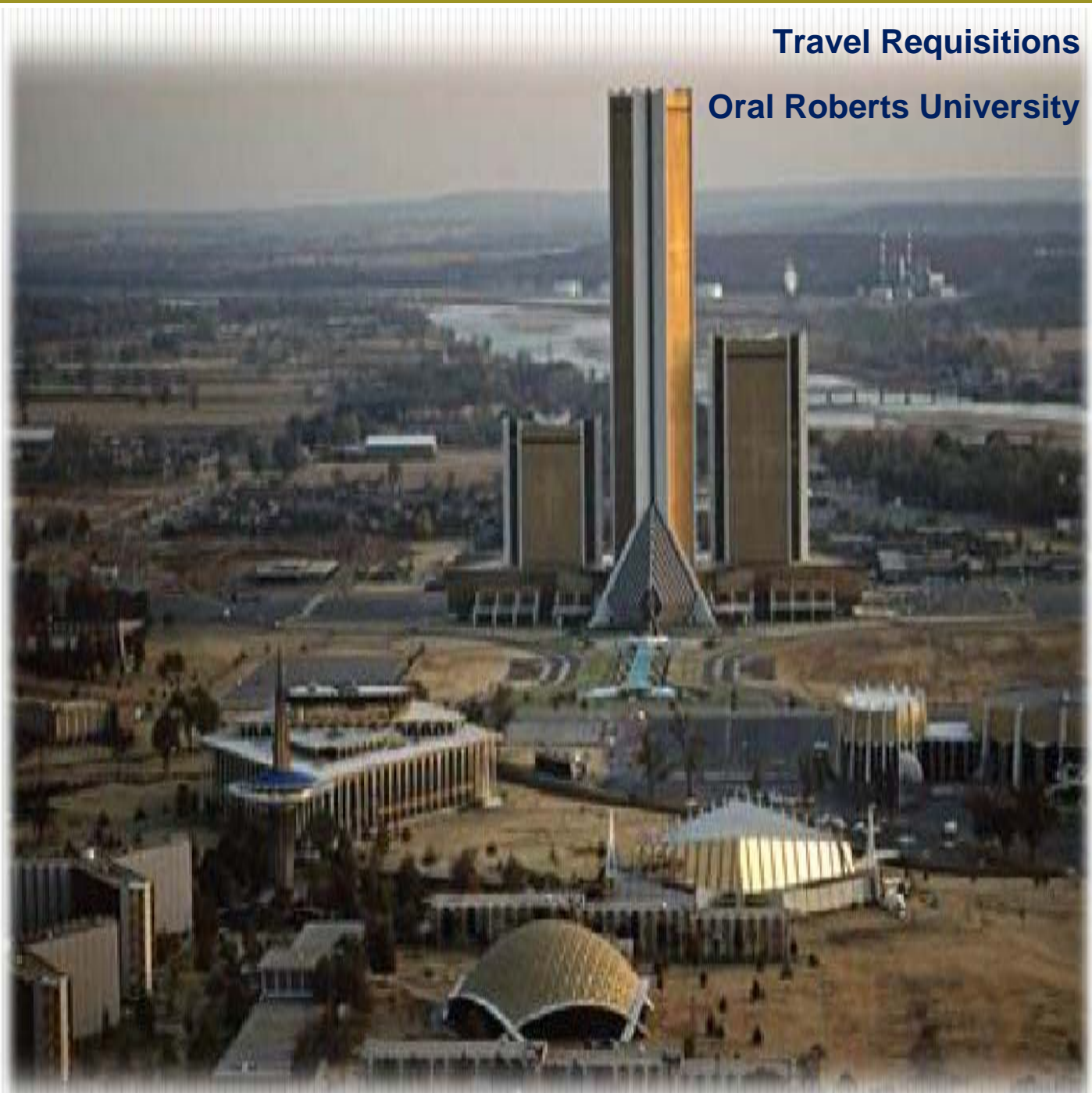


BANNER FINANCE SELF SERVICE

Travel Requisitions
Oral Roberts University



Travel Requisitions

New Travel Procedures

- a. Travel requisitions and payments will not be processed through the regular Banner RQ procedures
- b. Procedures are temporary until new Banner Travel module is implemented in February 2013

Travel Authorization

- a. An electronic format of the “Travel Requisition” form is available on the Banner webpage within the faculty and staff section of the ORU website.
- b. Complete the form and forward to **travel@oru.edu** – no authorizations are necessary at this point. The email serves as the “official” sign-off of the Travel Request. Therefore, only the traveler may forward the email.

In the subject line of your Travel email, please include the following information: Restricted or Unrestricted, Department Name, TR or EEV.
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- c. Be sure to itemize each expense related to your travel – only expenses outlined on this form will be paid
- d. No amounts may be paid related to the travel in excess of the requested and approved amount – the total approved amount sets the “ceiling” for that travel activity
- e. The ORU Travel Administrator will enter an “encumbrance request” on the Banner Finance system which will route through the approvals set up for your ORG
- f. Once all approvals are received, an “E” number will be assigned and you will receive an email with the number
- g. The ORU Travel Administrator will also set up any travel advances for payment to you

Travel Related Expenditures

- a. Invoices or requests for payments for any amounts that were included on the Travel Request should not be entered through the requisition system.
- b. Scan the invoice or other documentation and forward it to travel@oru.edu Show the “E” number assigned for the trip in the subject field of the email.
- c. Include any instructions in your email. For instance, if you would like to have a registration paid by credit card, include that request in your instructions
- d. Give the “E” # to the approved travel agent to book airfare

Employee Expense Reimbursement

- a. Complete the electronic Employee Expense Voucher form on the Banner webpage upon completion of your travel.
- b. Scan and forward to travel@oru.edu; no approvals are necessary