Go to [http://www.dartmouth.edu/~fincenter/forms.html](http://www.dartmouth.edu/~fincenter/forms.html)

Click on Payment Request

Select Dartmouth Student

Select Travel/Business Expense

**Fill out the e-Form**
- All fields with an * are required

**Payee Name:** Enter last name, first name, and select the appropriate mailing location
- If you are unable to locate your name in the list of values, then check “New Payee/Address” box below. A box will appear, enter your name and address where you want the check sent.

**Business Purpose:** Enter the reason for the travel.

**Payment Type:** Leave as Travel/Business Expense

**Payment Amount:** Amount of Reimbursement.

**Travel Destination:** Where you traveled

**Meal Reimbursement:** Actual or Per Diem

**Dates of Travel:** Enter the date/dates of your travel

**Chart Strings:** Enter the chart string that will support this expense

**Travel/Business Expense Itemization:** There is an itemization page to list your expenses. On the main forms page select “Travel/Business Expense Itemization”. Once completed upload with your receipts to the eForm.

**Attachments:** This is where you will upload your itemization and receipts (if required). Receipt is not required for items under $75.00

**Approvals:** Select the appropriate faculty that has approval for your travel. To add approver enter last name first and select the correct name and hit “Add this Approver”.

**Submit:** When you are done filling out the form hit submit. You will get an email indicating the status of the submission.