

## Submit Reimbursement for Prepaid Airfare

You can submit reimbursement for prepaid airfare purchased in advance of a trip. However, first be sure to confirm with your department that this is allowed.

### 1. Create a New Expense Report

On the report header, complete all required fields in red (Figure 1):

**Create a New Expense Report**  
Report Header

Report Name Prepaid Airfare	Report Type Pre-Paid Airfare Only	Funding Account Source State	Report Purpose Conference Attendee	Business Purpose Purchased airfare ticket in advance of conference.	UB Affiliation Staff
Start Date 04/29/2019	End Date 04/29/2019	Approver	Funding Source	Entity	Account
Start Time 9:00 AM	End Time 10:00 AM	Comment	Starting Address Official Station	Expense Destination Address 310 Crofts Hall	Expense Destination State New York
				Expense Destination Zip 14260	

Figure 1

- For *Report Type*, choose *Pre-Paid Airfare Only*.
- For *Start* and *End Dates*, enter the date you purchased the airfare ticket.
- For *Starting* and *Destination Addresses*, enter your home or office address.
- For *Start* and *End Times*, enter the time you purchased the airfare ticket.
- For more information, refer to the tip sheet [Complete the Expense Report Header](#).
- When finished, click *Next*.
- In the pop up window *Is this a travel reimbursement?* Click *No*.
  - While airfare is a travel expense, click *No* to skip creating a travel itinerary. You will do this on a new expense report when you return from your trip.

### 2. Submit Reimbursement for Prepaid Airfare

To submit reimbursement for prepaid airfare, search and select the expense type *Airfare*. Complete the required fields in red (Figure 2):

The screenshot shows a 'New Expense' form with the following fields and values:

- Expense Type: Airfare
- Transaction Date: 04/29/2019
- Report/Trip Purpose: Conference Participant
- Ticket Number: (empty)
- Vendor: Southwest Airlines
- Airline Travel Service Code: Coach/Economy Class
- City of Purchase: (empty)
- Payment Type: Out of Pocket/Personal Card
- Amount: 200.00 USD
- Comment: (empty)

Buttons at the bottom: Save, Itemize, Allocate, Attach Receipt, Cancel.

Figure 2

- For *Transaction Date*, enter the date you purchased the airfare ticket.
- For *Report/Trip Purpose*, select a reason.
- For *Vendor*, select a vendor from the dropdown menu or type it in the field.
- For *Airline Travel Service Code*, select from the dropdown menu.
- For *Amount*, enter the amount you are submitting for reimbursement.
- Click the *Attach Receipt* button to upload your receipt.
- When finished, click *Save*.
- Also be sure to attach your airfare itinerary and purpose of travel documentation (agenda, conference material) as supporting documentation to confirm the dates and times of your trip.
  - Click *Receipts*, then click *Attach Receipt Images*.
  - Click *Browse* to select the files, then click *Upload* (Figure 5).

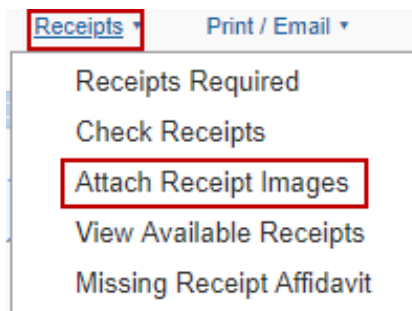


Figure 3

For travel and expense system support, email [ubs-travel-expense-support@buffalo.edu](mailto:ubs-travel-expense-support@buffalo.edu)

### 3. After Your Trip, Create a New Expense Report for Remaining Expenses

- After your trip, create a new expense report to submit your remaining allowable travel expenses for reimbursement.
  - On the report header in the *Comment* field, be sure to state that your prepaid airfare was already reimbursed on another report (Figure 4).

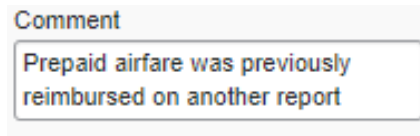


Figure 4