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Step 5a - Determining Reimbursement Amounts ^[1]

Your Travel Reconciliation expense report may contain both Travel Card expenses (which are paid directly with University funds) and out-of-pocket expenses (which you paid for with personal funds and now need reimbursed). The amounts displayed at the bottom of your expense report reflect totals for all of the expenses added to your expense report?both Travel Card and out-of-pocket.

Your Training Format

You can download the Step-by-Step Guide below.

Files:

 [sbs-step-5a-travel-recon-determining-reimbursement-amounts-112614.pdf](http://www.cu.edu/sites/default/files/policies/40935-step-5a-determining-reimbursement-amounts/files/sbs-step-5a-travel-recon-determining-reimbursement-amounts-112614.pdf)^[2]

Source URL: <http://www.cu.edu/psc/training/determining-reimbursement-amounts>

Links:

[1] <http://www.cu.edu/psc/training/determining-reimbursement-amounts>

[2] <http://www.cu.edu/sites/default/files/policies/40935-step-5a-determining-reimbursement-amounts/files/sbs-step-5a-travel-recon-determining-reimbursement-amounts-112614.pdf>