

## Conference Support Reimbursement Report Questions

Faculty submit Reimbursement Reports through InfoReady four weeks after travel.

### Conference Support Steps

Please review the steps for Conference Support reimbursement below.



Conference Support Steps.pdf

### Reminder

Before completing this report, please submit all expenses in Concur and review instructions for sharing Concur reports. **Your Concur report must be fully approved and paid from the listed Chart of Accounts before departmental reimbursement is possible.** Expenses must come from 830001 funds.

It is your responsibility as the recipient of this award to follow all procedures and complete this report. Before submitting this report, **please seek assistance from your administrative coordinator** to make sure all financial information is accurate.

**Eligible Chart of Accounts**

Did you charge all expenses to an eligible chart of accounts using 200/830001 funds?

- Yes, I have confirmed this information with my administrative coordinator
- No
- I'm not sure

**Chart of Accounts for Reimbursement \***

Please enter your full chart of accounts number in the following order: Dept ID/Fund Category/Fund/Purpose. The Fund Category must be 200 and the Fund must be 830001.

**Total Requested Reimbursement \***

**Approved and Paid Expenses**

Have all expenses been fully approved in Concur and paid? If you paid for anything out of pocket, you should receive reimbursement from your department before submitting this reimbursement report.

- Yes, I have confirmed this information with my administrative coordinator
- No, my Concur report is pending approval or has not yet been submitted
- I'm not sure

**Approved Concur Report \***

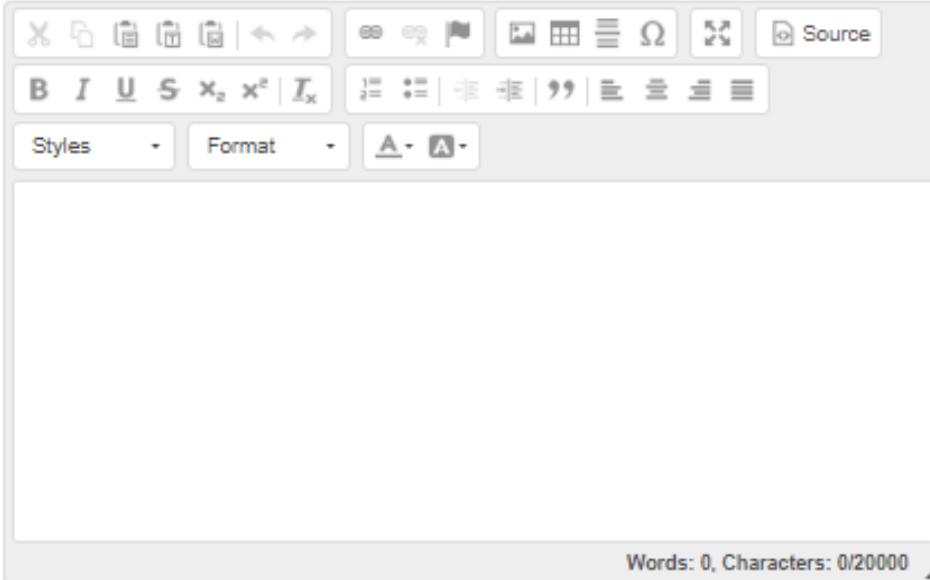
Please attach a PDF of the APPROVED Concur report(s) for your conference travel.

Drag and drop a file here or click the button below to select a file to upload.

 [Select File](#)

### Narrative

In at least 150 words, please describe your experiences at the conference/performance/showcase and how your participation contributed to the development of new networks and collaborators. Be sure to include the name of your presentation and whether you feel that you received helpful feedback on it. It is also important to describe the networking in which you engaged, including listing the names of those with whom you would consider collaborating.



A rich text editor interface with a toolbar and a text area. The toolbar includes icons for undo, redo, bold, italic, underline, strikethrough, subscript, superscript, bulleted list, numbered list, link, unlink, quote, indent, outdent, and source. Below the toolbar are two dropdown menus labeled 'Styles' and 'Format', and two color selection buttons. The text area is currently empty. At the bottom right of the text area, it displays 'Words: 0, Characters: 0/20000'.