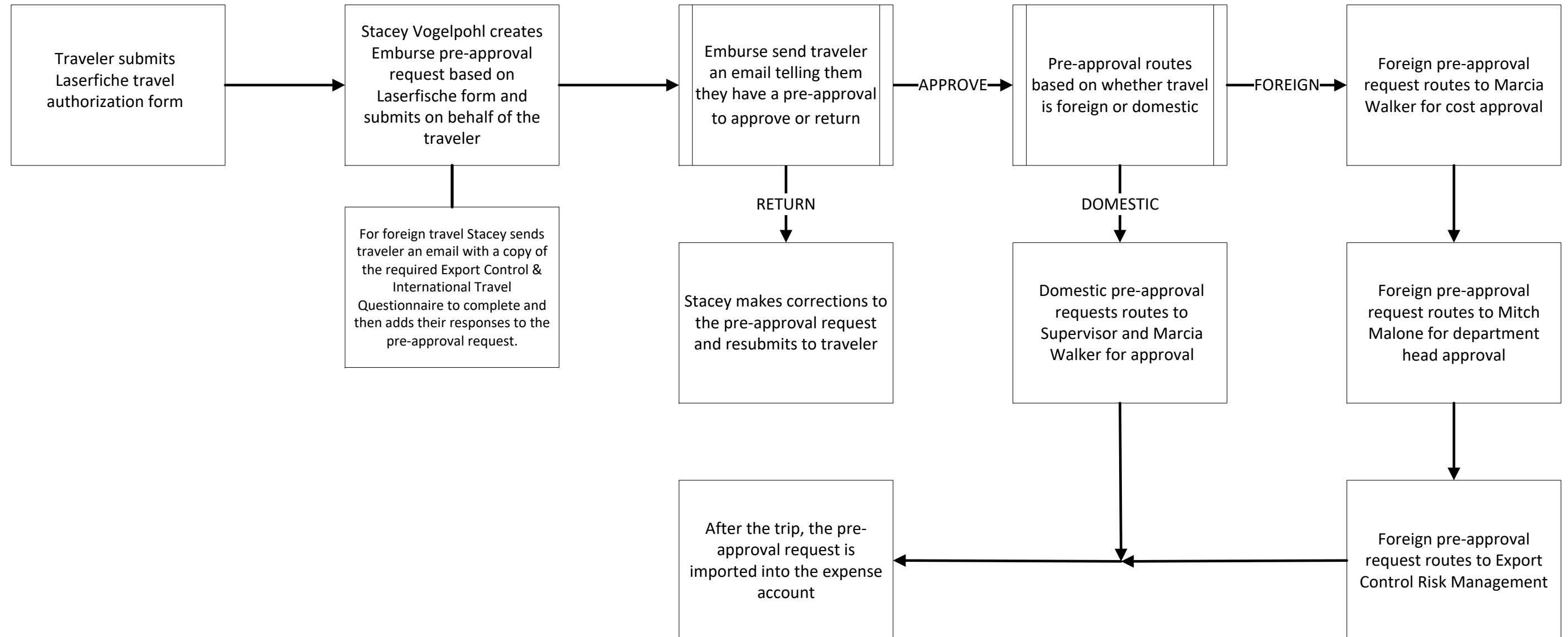


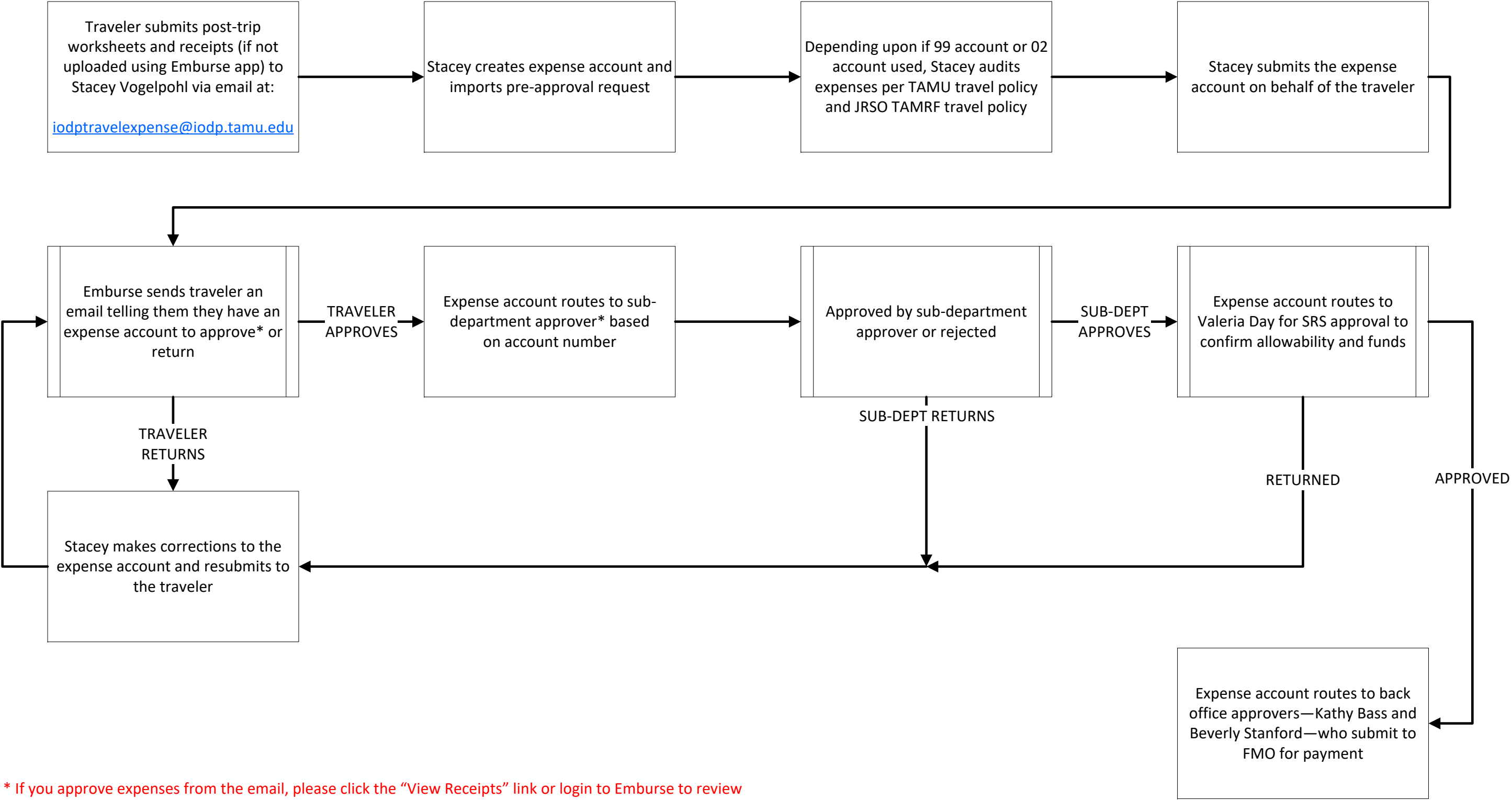
TRAVEL PRE-APPROVAL EMBURSE PROCESS



Additional steps may be required
for student travel

Link to Laserfiche Travel Authorization form - https://it-lf-ecmf.tamu.edu/Forms/JRSO_Travel

EMBURSE EXPENSE ACCOUNT PROCESS



* If you approve expenses from the email, please click the “View Receipts” link or login to Emburse to review receipts. Detailed instructions can be found in the “Approving Expenses in Emburse” PDF document.