General CASFER Travel Reimbursement Guidelines

The Center covers travel expenses for CASFER professors, senior researchers, graduate students, postdocs and advisory board members that are currently funded or are part of CASFER projects/boards for CASFER-related travel events. This includes NSF Site Visits, CASFER Symposiums, SLC Travel Awards for Conferences, and/or other CASFER-related travel.

Travel costs will be reimbursed through Texas Tech University procurement process to personnel from all partner institutions, SAB, and EDAB. After the travel, we will reimburse you for your airfare, baggage, airport parking, Uber/Lyft to and from airport/hotel, and per diem meals (excluding meals provided by the event). Depending on the event, you may also be reimbursed for hotel expenses.

Reimbursement Process for TTU Travelers

Arrange your travel as usual with your business manager or travel coordinator in your Department. Use the following FOP: 21P735 - B56B22 – 200

For symposia and site visits, you may include in Emburse Enterprise the following Business Purpose: Traveled to [location] for the Center for Advancing Sustainable and Distributed Fertilizer Production Annual Symposium. This travel benefits Texas Tech University because it is a grant milestone.

Always assign Christian Alvarez Pugliese as approver for both the preapproval and the expense report.

Reimbursement Process for Non-TTU Travelers

Please in one email (to casfer@ttu.edu) send the following information:

(1) Guest_Travel_Expenses excel file, please fill it in with your name and the Participant Transportation: 7B7005 section (top section) only.

(2) Your receipts in one single PDF format (do not submit meals receipts, as they will be reimbursed at the per diem rate).

Your travel expenses need to be submitted **within 20 business days** after travel has been completed.

If you have previously attended events at TTU, your information is already established in our payment system.

For new personnel, you will receive an email from the TTU Procurement department with a link to set up your vendor profile in the payment system, after you submit your receipts to us. Please check your junk email box in case the email goes there instead of your Inbox. You will need to submit your information to this link before your account is set up.

For any additional question slack or email Christian Alvarez Pugliese alv12192@ttu.edu