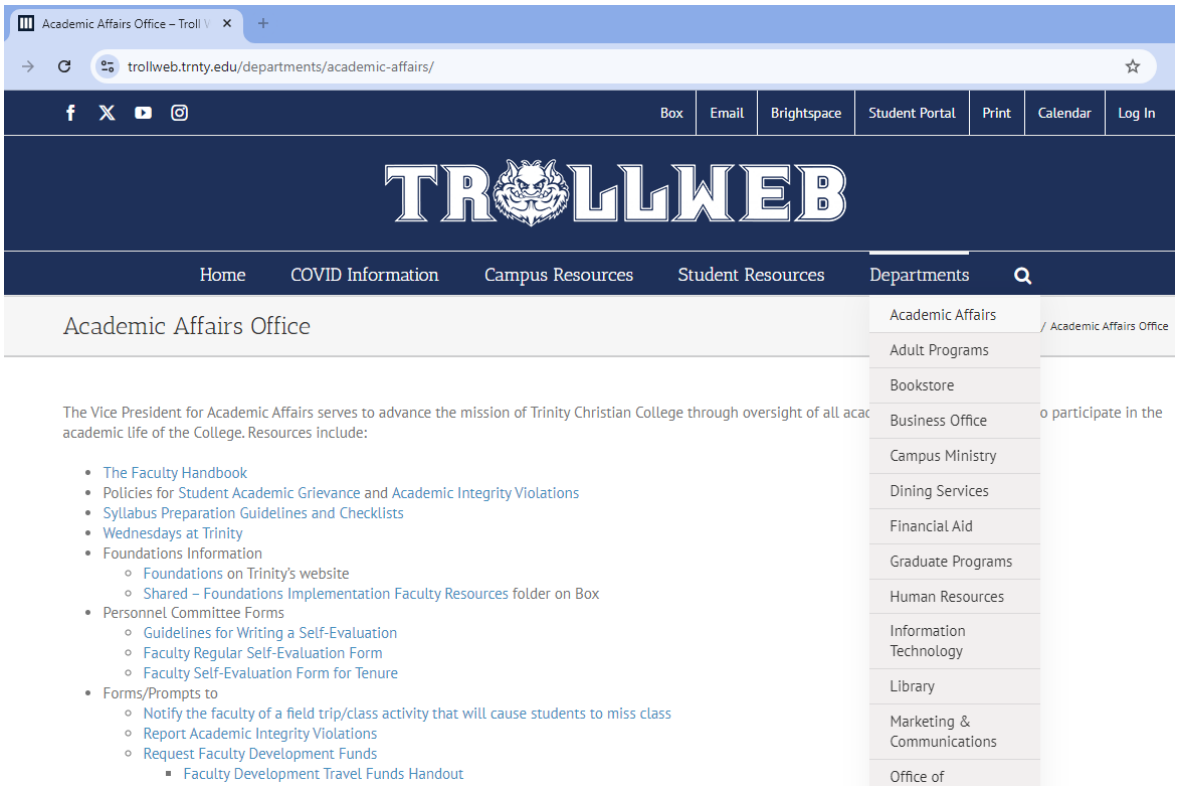
Faculty Development Travel Funds (ONLY)

Requesting Funds

1. On Trollweb, click on “Departments,” and then “Academic Affairs.” (https://trollweb.trnty.edu/departments/academic-affairs/)



2. Click on “Request Faculty Development Funds” and fill out the form.

Please note:

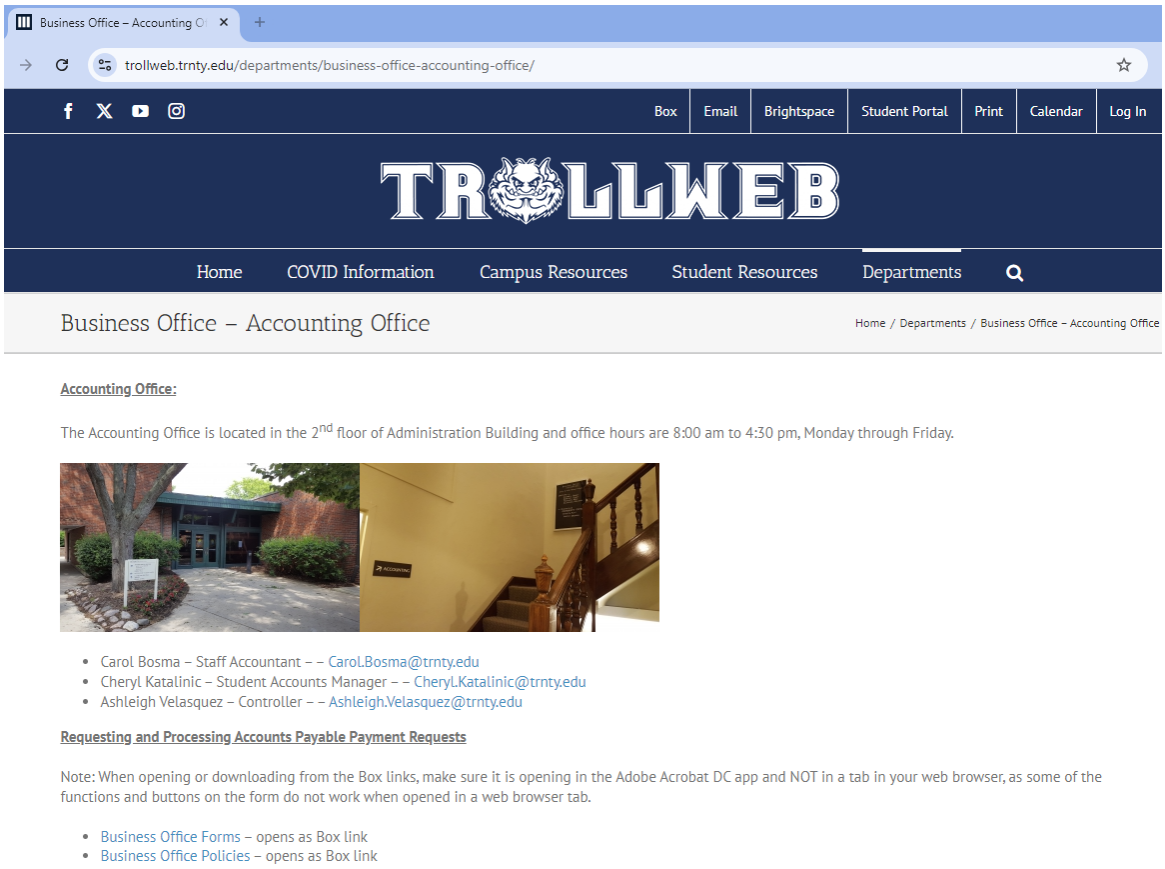
- You must request approval of funds before attending the conference.
- Priority is provided to those presenting, participating, chairing, responding, or serving in a leadership role (not just attending a conference).
- Please be accurate (or even generous) in your estimates for travel costs; it is better to request more than is necessary than to end up spending more than has been approved.
- For food, put down $40 per day.
- For 2025-2026, there will be a hard cap of $750 per faculty member.
- You will receive an email with the amount that has been approved.

Requesting Reimbursement

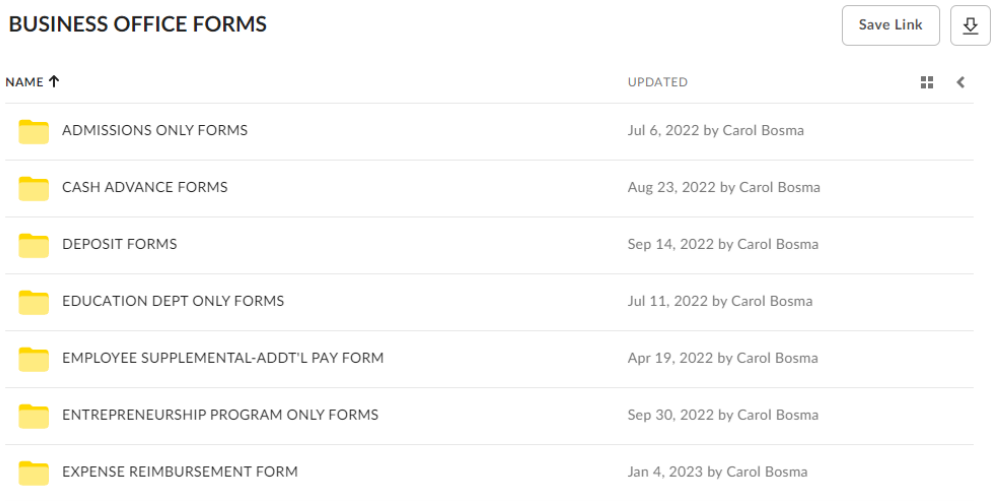
1. The Business Office will not accept paper reimbursement forms or paper receipts.

2. Write on your receipts what they are for and then scan them. If possible, combine them into one PDF using Adobe Acrobat.

3. On Trollweb, click on "Departments," then "Business Office." (https://trollweb.trnty.edu/departments/business-office-accounting-office/)

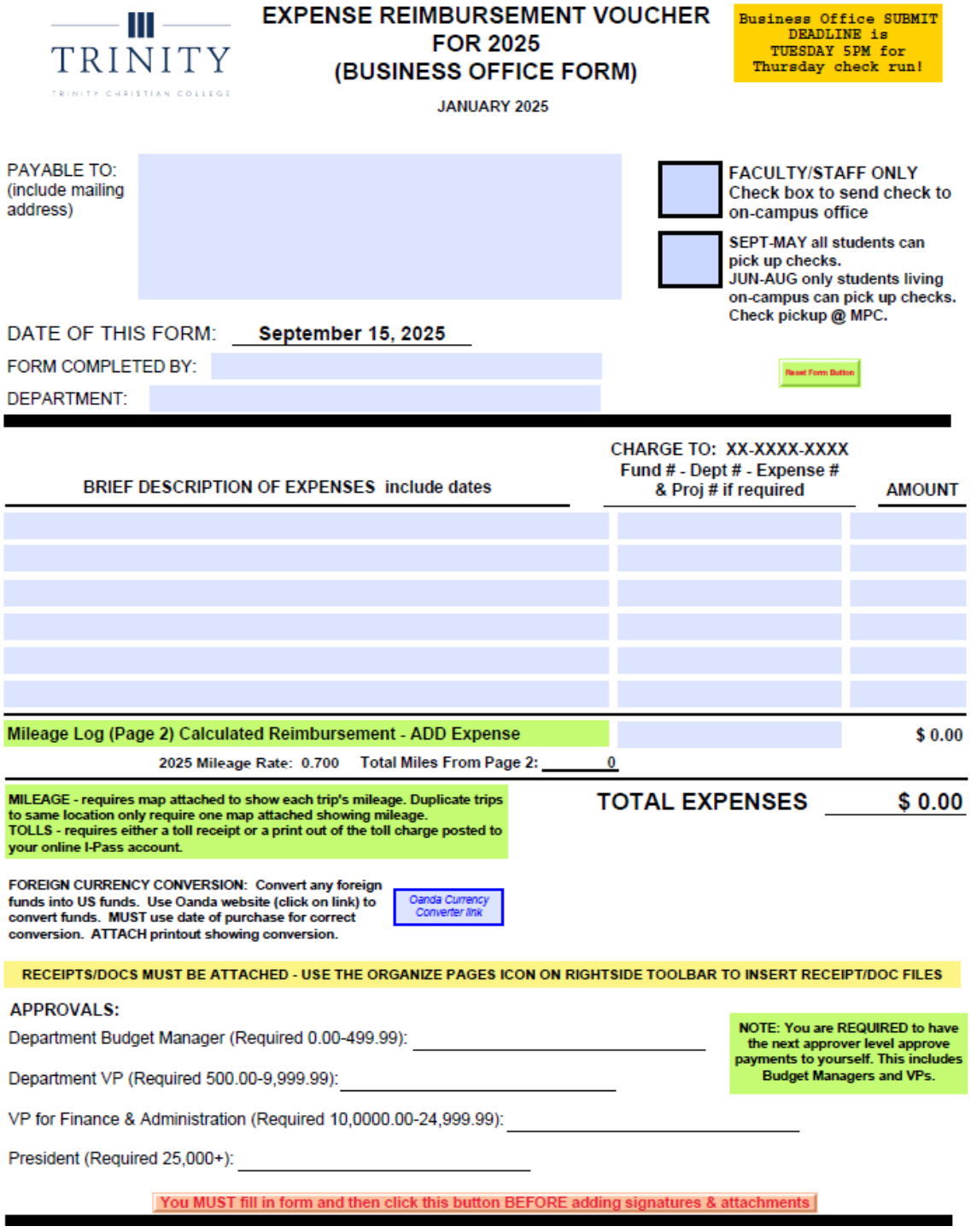


4. Click on "Business Office Forms" to open their Box folder.



5. Click on "EXPENSE REIMBURSEMENT FORM" and download the form.

6. Open the form in Adobe Acrobat.



TRINITY
TRINITY CHRISTIAN COLLEGE

EXPENSE REIMBURSEMENT VOUCHER FOR 2025 (BUSINESS OFFICE FORM)

JANUARY 2025

Business Office SUBMIT DEADLINE is TUESDAY 5PM for Thursday check run!

PAYABLE TO: (include mailing address)

FACULTY/STAFF ONLY Check box to send check to on-campus office

SEPT-MAY all students can pick up checks.
JUN-AUG only students living on-campus can pick up checks.
Check pickup @ MPC.

DATE OF THIS FORM: September 15, 2025

FORM COMPLETED BY:

DEPARTMENT:

Reset Form Button

BRIEF DESCRIPTION OF EXPENSES include dates	CHARGE TO: XX-XXXX-XXXX Fund # - Dept # - Expense # & Proj # if required	AMOUNT
Mileage Log (Page 2) Calculated Reimbursement - ADD Expense		$ 0.00

2025 Mileage Rate: 0.700 Total Miles From Page 2: 0

MILEAGE - requires map attached to show each trip's mileage. Duplicate trips to same location only require one map attached showing mileage.
TOLLS - requires either a toll receipt or a print out of the toll charge posted to your online I-Pass account.

TOTAL EXPENSES $ 0.00

FOREIGN CURRENCY CONVERSION: Convert any foreign funds into US funds. Use Oanda website (click on link) to convert funds. MUST use date of purchase for correct conversion. ATTACH printout showing conversion.

Oanda Currency Converter link

RECEIPTS/DOCS MUST BE ATTACHED - USE THE ORGANIZE PAGES ICON ON RIGHTSIDE TOOLBAR TO INSERT RECEIPT/DOC FILES

APPROVALS:

Department Budget Manager (Required 0.00-499.99): _____

Department VP (Required 500.00-9,999.99): _____

VP for Finance & Administration (Required 10,0000.00-24,999.99): _____

President (Required 25,000+): _____

NOTE: You are REQUIRED to have the next approver level approve payments to yourself. This includes Budget Managers and VPs.

You MUST fill in form and then click this button BEFORE adding signatures & attachments

- Put your name by "PAYABLE TO:"
- Click "FACULTY/STAFF ONLY" (checks are only mailed to your home during the summer or a sabbatical, during the academic year checks will be delivered via on-campus mail.)
- Put in descriptions of expenses, dates, and amounts – **do not add account numbers**.
- Make sure that the total matches your total for your receipts.
- ***DON'T*** **click the orange bar or do anything with the approvals at the bottom of the page.**
- ***DON'T*** **combine your receipts with the reimbursement form. Send them as attachment(s).**

- If your receipts contain expenditures from other countries, for **each** expense: 1) Use the converter (https://www.oanda.com/currency-converter/en/); 2) Put in the date and amount; 3) do a screen shot of the screen and save it. Enter the U. S. dollar amount on the reimbursement form.

7. Email the form and the pdf file of receipts (and screen shots for international expenses) to Andrew Tebbutt (andrew.tebbutt@trnty.edu). He will fill in the account numbers, attach the receipts, get the proper approvals, and submit all to the Business Office.

If you have any questions, please contact John Fry (john.fry@trnty.edu) or Andrew Tebbutt (email above).