

TLC Tips for Processing Your LC Funds

Is this purchase travel related?



Fill out the TLC Request Funding Form and submit to Robyn Smidley for approval.

After approval, who will complete the purchase?

You

1. Make the purchase.
2. Wait for item/s to arrive.
3. When package arrives, save receipts and packing slip.
4. Fill out eReimbursement form.
5. Submit form and receipts to Robyn within 60 days post purchase (new UW policy).

Robyn

Wait for package(s) to arrive at UWB and pick up at Truly House when notified they have arrived.

Next Steps (1-7):

1. Complete the TLC Request for Funding Form.
2. Complete the UW Pre Travel Approval Form.
3. Submit both forms to Robyn Smidley.
4. Robyn will keep the TLC Request for Funding form and return the UW Pre-travel Approval form to you and cc your School administrator.
5. Once approved, register for conference, book lodging, and /or purchase airfare.
6. After purchasing airline tickets, hotel, or conference registration, complete the UW Travel Reimbursement form.
7. Submit receipts and completed Travel reimbursement form to your School administrator within 60 days of purchase.



Is your travel before April 30th, 2019?

Yes

Complete "Steps 1-7"

No

Can you register for the conference and book airfare before April 30th?

No

Sorry, you can not use TLC funds for this.