



Easy to submit eForm

Required Information:

- 1 - ShortCode
- 2 - Business Purpose
- 3 - Receipt
- 4 - Attendee List
(for hosted events)



An Acceptable Receipt Contains:

Ready to get started?

Scan to be directed to the T&E Website!



- **Business Name (Listed Clearly)**
- **Transaction Date**
- **Amount Paid ***

* Check out the [Acceptable Receipt Resource](#) for more information


* Purchase amount details must be itemized for lodging / transportation costs, and all other single expenditures \$75 and greater.

Contact Us

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 734-615-2000

 M-F, 8:00AM-5:00PM

 ssc.umich.edu/travel-expense/