

# ➤ ConnectionPoint resource: travel and expense

## ➤ Travel and expense

Faculty, staff and students can use ConnectionPoint for assistance with booking travel and claiming personal expenses related to travel and other work-related purchases.

## ➤ How to request assistance

The easiest and most efficient way to get reimbursed for personal work-related expenses is through the **“reimbursement for travel and other expenses” electronic form** in the ConnectionPoint PAWS channel (under “admin services” and select “new request”). You will be asked to provide:

- Purpose of the travel/expense
- Fund (CFOAPAL) to charge
- A copy of the conference agenda (if applicable)
- All itemized (or detailed) receipts (electronic form) – please note that credit card slips are not eligible receipts
- The name of the person who needs to approve the expense
- Approved travel request (Concur)/authority to travel if your travel was out of province

If you require support to book travel, please **email [ConnectionPoint@usask.ca](mailto:ConnectionPoint@usask.ca)** using the format **“book travel – name of traveler”** as the title of your email. If possible, please provide two business days to book travel. If you prefer, **UNIGLOBE**, the university travel provider, supports 24-hour service by calling **1-855-515-6746**. You will need an approved travel request prior to booking. When booking through ConnectionPoint or UNIGLOBE, be prepared to provide the following information:

- An approved travel request number (completed in Concur)/authority to travel if traveling out of province (contact ConnectionPoint if you require assistance)
- Traveler’s name – as it appears on the legal document that you will be traveling with (passport or driver’s license)
- Date of birth (day, month, year)
- Trip details – destination, preferred departure date and time, departure and arrival airport locations, required arrival date and time
- Any special requirements (accessibility, dietary restrictions, etc.)
- Preferred airline (if desired)
- Frequent flyer number (if applicable)

## ➤ How to contact ConnectionPoint

 PAWS.USASK.CA (UNDER “ADMIN SERVICES”)

 ARTS BUILDING, ROOM 258

 CONNECTIONPOINT@USASK.CA

 306-966-2000 | 1-844-697-4865

## ➤ Tips to ensure efficient service

- Sending an email creates a new request. To ensure all information stays with your unique request, **please reply to the original email string** or submit additional information and ask questions in the PAWS channel within your request.
- For information on booking travel and allowable expenses, please visit **Knowledge Base** in the ConnectionPoint PAWS channel.
- **Use the comments section** in the electronic form to provide information that has not been captured that will help us help you.
- **The more information you provide, the quicker we can complete your request!**

For more information, visit

**[connectionpoint.usask.ca](http://connectionpoint.usask.ca)**