

Get Travel Authorization

Local
Domestic
Foreign

[Step-by-Step Travel Authorization](#)



Create a Traveler Profile

This information will allow our travel agency to keep you posted in case of itinerary changes

[Step-by-Step Travel](#)



NEW

Reserve through our designated travel agency

Airfare
Rental Car
Hotel

On-line through Carlson Wagonlit Travel (CWT) - [CligBook](#)
- Or book by phone: CWT 1-888-243-1125

[Step-by-Step Travel](#)
[Carlson Wagonlit Travel](#)

For all foreign travel destinations, the Lab has mandated the use of our [designated travel agency](#), Carlson Wagonlit Travel. Any foreign airfare booked outside of Carlson Wagonlit **will not be reimbursed**.



Reserve on your own

You will be reimbursed according to *allowable guidelines*

Airfare
Rental Car
Hotel

[Air, Car, Hotel information](#)



Take your trip

Keep track of all expenses
Receipts are required for ANY expense over \$75
Receipts must be submitted electronically



Reimbursement Guidelines

Submit expense report *(within 30 days from your return)*

Airfare: [Airfare Reimbursement Guidelines](#)

Per Diem: [Per Diem Rates](#)

Reimbursement Expense Guidelines: [Travel Reimbursement Guidelines](#)

Tips for Speedy Reimbursement: [Speedy Travel Reimbursement](#)



Entering Expenses in TREX

TREX Info: [TREX information](#)

How to: [TREX instructions](#)

FAQ: [TREX FAQ's](#)