World Travel

Preparing an Expense Report when the Travel is Federally funded
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Section I

Trip Confirmation Email
The emailed Trip Confirmation should be attached to all expense reports.

The system indicates the type of trip booked. It will say Sponsored Funds or Non-Sponsored Funds under Important Trip Information.

If an exception was required, it will be indicated.
Section 2

Preparing Expense Report for an FAA Compliant Trip with no Exception

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1. Create an expense report for travel via Workday.
2. Attach the Trip Confirmation.
3. Submit to the approver.
Section 3

Preparing Expense Report for an FAA Compliant Trip with Exception
FAA-compliant, with an exception

1. Create an expense report for travel via Workday.

2. Attach the Trip Confirmation.

3. Retrieve the Trip History Report (there will only be a Trip History Report if the flight required an exception).

4. Attach the Trip History Report, which will detail the available flights not chosen and submit to the approver.
Preparing Expense Report when the trip includes personal travel
When there is a personal component to the trip

1. Create expense report for travel via Workday.

2. If the flight is compliant with no exception required, attach:
   - World Travel Trip Confirmation
   - A screenshot of what the flight would have cost if there were no personal travel

3. Submit to the approver.

If the flight is compliant with an exception required, attach:

   - World Travel Trip Confirmation
   - The Trip History report
   - A screenshot of what the flight would have cost if there were no personal travel
Section 5

Expensing Non-Economy Class
When a class other than Economy or Coach is expensed for federally-sponsored travel.

- First class is not permitted.
- Business class is generally not permitted unless a medical justification exists and is documented in writing by a primary care provider.