

TRAVEL EXPENSE STATEMENT

1) Reimbursement:

- 1) Travel Expense Statements are to be completed thru the IRIS program.
- 2) Send one copy and original to Eastern Region Office for all County Directors and Specialists.
- 3) For staff requests that are approved by County Director, send the original form to Travel Coordinator, 121 Morgan Hall, 2621 Morgan Circle, Knoxville, TN 37996-4530.
- 4) Attach any receipts concerning reimbursement to Travel Expense Statement.
- 5) Send copy of all TNCEP travel to Christi Wallace, 3213 Alcoa Highway, Knoxville, TN 37996-4534

2) The following web site has tutorials for instructions on completing a Travel Expense Statement:

http://rwd.tennessee.edu/standard/fastpaths/trip_index.htm

3) For corresponding topics within TRIP, go to this web site:

http://rwd.tennessee.edu/standard/fastpaths/trip_index.htm

4) For any other questions concerning IRIS Administrative Support, go to:

<http://iris.tennessee.edu/>