**Travel Reimbursement for Visitors to the** **University of Virginia**

Please review the instructions below and contact the Economics Business Manager, Ashley Watkins with questions.

* adf2p@virginia.edu
* 434‐924‐6590

1. Receipts for travel expenses are required to be submitted within 30 days of your completed trip. Please submit them to Debby Stanford ([djb4c@virginia.edu](mailto:djb4c@virginia.edu) .) Please forward:
   * All original receipts and boarding passes,
   * Proof of mileage, if you use your personal car to drive here,
   * A copy of your passport and/or Visa, if you are foreign national.
2. You will receive an email (look for an email from [prs-vend@virginia.edu](mailto:prs-vend@virginia.edu). Please check your junk or spam email) inviting you to register as a non-supplier. Upon receiving this email, make sure everything is correct, click on “Register Now” and follow the instructions.
3. Once we have received notification of your registration, we will complete the reimbursement process.