

**ROUTING:** If prepared by someone other than the Traveler, route for signature via [Adobe Sign](#). Once signed, attach to the Disbursement Voucher (DV) in UAccess Financials. If prepared by the Traveler, email the signed report to your department business office representative, OR attach the signed report to the DV in UAccess Financials. Refer to the [Travel Expense Report Guide](#) for detailed instructions.