USU Travel Request and Reimbursement Process

Go to https://usu.service-now.com/usu/welcome.do and login.

Once logged in, click Service Catalogs

ServiceNow has a new enterprise look and feel, easier navigation, faster and more accurate search results and more. We encourage you to visit the Service Catalogs and My Activities to explore the numerous services available to you!

Next, click Business Services
From here, click Travel Forms

Business Services

The mission of Utah State University is to be one of the nation's premier student-centered land-grant and space-grant universities by fostering the principle that academics come first, by cultivating diversity of thought and culture, and by serving the public through learning, discovery, and engagement.

Our purpose is to fortify the mission of Utah State University through the highest quality service.

1. Employment Forms
   - New & Retire Forms, Rehire Change, Terminations, Past a Position, etc...
2. Travel Forms
   - Travel Authorization, Travel Reimbursement
3. Scholarship Forms
   - Scholarship Forms for Colleges and Departments
4. Purchase & Reimbursement Forms
   - Required for travel, to be presented prior to travel. Request reimbursement for business-related expenses.
5. Enterprise Forms & Services
   - Forms and services available to university employees, but not owned by a specified organization.

Click the Authorization or Reimbursement link, as appropriate