

USU Travel Request and Reimbursement Process

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

Once logged in, click Service Catalogs

The screenshot shows the top navigation bar of the ServiceNow interface. On the left, it says "UtahStateUniversity" and on the right, "servicenow". Below the navigation bar, there are links for "Home", "My Activities", "Service Catalogs", and "Knowledge Bases". On the right side of the navigation bar, it says "Thomas Edwards | Logout". Below the navigation bar, there is a search bar with the placeholder text "Global Search. Enter your search terms here...". Below the search bar, it says "Search knowledge bases & service catalogs." Below the search bar, there is a paragraph of text: "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!". Below the paragraph of text, there are three icons with corresponding text: "My Activities" (a person icon with a checkmark), "Service Catalogs" (a shopping cart icon with a checkmark), and "Knowledge Bases" (a lightbulb icon).

UtahStateUniversity servicenow

Home My Activities Service Catalogs Knowledge Bases Thomas Edwards | Logout

Global Search. Enter your search terms here...

Search knowledge bases & 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!

My Activities
Approve requests, submit leave, view open and closed requested & incidents. Track the status of your requests and much more....











Service Catalogs
Request services from organizations throughout USU. Browse the catalogs or use the Search box above to find your service!

Knowledge Bases
ServiceNow hosts knowledge bases for many USU organizations, through one easy-to-use interface. Your information may be a click away!

Next, click Business Services

The screenshot shows the "Catalogs" page in the ServiceNow interface. The page has a header with a back arrow and the word "Catalogs". On the right side of the header, there is a search bar with the placeholder text "Search catalogs". Below the header, there is a grid of service categories. Each category has an icon and a text label. The categories are: "Business Services" (document icon with a plus sign), "Software Licensing" (CD icon), "Information Technology" (globe icon), "Human Resources" (two people icon), "Registrars Office" (person icon with a checkmark), "Training" (person at a computer icon), "Departmental Forms" (document with a plus sign icon), "Facilities" (building icon), "Student Services" (person at a computer icon), and "Research and Graduate Studies" (person at a computer icon).

< Catalogs Search catalogs

 Business Services	 Software Licensing	 Information Technology
 Human Resources	 Registrars Office	 Training
 Departmental Forms	 Facilities	 Student Services
		 Research and Graduate Studies

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.



Employment Forms

New & Rehire Forms, Status Change, Terminations, Post a Position, etc...



Travel Forms

Travel Authorization, Travel Reimbursement



Scholarship Forms

Scholarship forms for Colleges and Departments



Purchase & Reimbursement Forms

Request an item to be purchased. Request reimbursement for business-related expenses.



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

< Business Services > Travel Forms

20 per page

Search catalog



Travel Forms

Travel Authorization, Travel Reimbursement

Items



Travel Authorization

Submit a travel authorization prior to traveling on University business.

▶ [preview](#)



Travel Reimbursement

Submit travel reimbursements for University related travel and expenses.

▶ [preview](#)