

## Creating Travel Authorization + Reimbursement in STMS after deployment

Once you return from deployment you will need to create a New Trip Form in the [Statewide Travel Management System](#) (STMS). You will follow the same steps as you would for normal travel.

New Trip Form

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Select a record type

Authorization  
Form used to acquire approval for upcoming travel

Reimbursement with General Authorization  
Form used for requesting reimbursement for travel that did not require an Authorization Form to be completed.

**Do not select Reimbursement with General Authorization. Your travel will get rejected and you will have to cancel and start over with a new authorization.**

- Attach any documentation related to your deployment. This includes your Responder Orders, paper Travel Authorization, Executive Orders, Hotel Receipts, etc. All documents attached in STMS must be a PDF.
- The codes you will use to complete your travel can be found at the bottom of the paper travel authorization you receive for your deployment.

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- Once your authorization has been authorized, you will initiate a reimbursement under the Trip Forms tab within your authorization by selecting New Reimbursement.

Trip Forms   Attachments

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STATUS	* PURPOSE OF TRAVEL	* DESTINATION	* DEPARTURE DATE AND TIME
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- You will follow the same steps when completing your Reimbursement. Ensure all documents pertaining to your deployment are attached. If you stayed in a hotel you will need to make sure your hotel receipt reflects a zero balance.
- If you have any issues or need assistance with your travel, please reach out to your bureau's Travel Champion or the ESF-8 Travel Specialists [Caroline.George@flhealth.gov](mailto:Caroline.George@flhealth.gov) / [Tina.Kelley@flhealth.gov](mailto:Tina.Kelley@flhealth.gov)