

**TRAVEL REIMBURSEMENT FORM CHECKLIST**

This checklist should be used to verify that the Travel Reimbursement Form has been accurately completed, all documentation has been attached, and appropriate signatures have been secured. If any items on this list (where applicable) have not been provided, your form will be returned for incompleteness.

**Complete the following sections:**

- Department \_\_\_\_\_
- Division \_\_\_\_\_
- Date Submitted \_\_\_\_\_
- Payee's Name and Home Address (NO CAMPUS ADDRESSES) \_\_\_\_\_
- \*\*\*All travel reimbursement checks are mailed to home address indicated on form
- Payee's Banner ID # \_\_\_\_\_
- Payee's Title \_\_\_\_\_
- Purpose of Travel \_\_\_\_\_
- Period Covered by this Voucher \_\_\_\_\_
- Claimant's Signature \_\_\_\_\_
- Signatures: Travel requires signatures through the Dean/VC level. If the Dean is traveling, the Provost's signature is required. If the VC is traveling, the Provost or Chancellor's signature is required. The Provost's travel requires the Chancellor's signature. The Chancellor's travel requires the VC of Finance & Administration signature.
- \*\*\*Grant Fund - Contracts & Grants approval \_\_\_\_\_
- \*\*\*Grant Fund & Tittle III - Contracts & Grants approval and Tittle III approval \_\_\_\_\_
- \*\*\*Agency Fund - Trust Fund Accountant approval (Financial Services) \_\_\_\_\_
- \*\*\*Endowment Fund - Endowment Fund Accountant approval (Financial Services) \_\_\_\_\_
- \*\*\*PDC - Provost approval, Tittle III approval and Contracts & Grants approval \_\_\_\_\_
- Banner Fund \_\_\_\_\_
- Amount \_\_\_\_\_
- Contact Person / Ext. \_\_\_\_\_

**Date:**

- Each date in travel status must be listed (expenses must be itemized by day) \_\_\_\_\_
- Date of Departure - Indicate time out, city & state traveled from and city & state you traveled to \_\_\_\_\_
- Date of Return - Indicate time in, city & state traveled from and city & state you traveled to \_\_\_\_\_

**Transportation:**

- Attach the following if you are requestion reimbursement of transportation expenses:
  - Conference/Meeting Agenda \_\_\_\_\_
  - Athletic teams traveling for athletic competitions, submit travel itinerary in lieu of conference agenda \_\_\_\_\_
- Rental Car - submit final receipt from rental agency (original receipt) \_\_\_\_\_
- \*\*\*The final receipt must clearly indicate the amount paid, the last four digits of the credit card used and whether the card used was visa, mastercard, amex, etc. If any of the requested information is not provided or is ambiguous, a copy of the credit card statement that shows the charge will be required.
- Airline/Bus/Amtrak - submit original receipt, itinerary and all boarding passes \_\_\_\_\_
- \*\*\*The receipt must clearly indicate the amount paid, the last four digits of the credit card used and whether the card used was visa, mastercard, amex, etc. If any of the requested information is not provided or is ambiguous, a copy of the credit card statement that shows the charge will be required.
- \*\*\*If paid by check, a front and back copy of the check that has cleared the bank is required.

Personal Vehicle - indicate # of miles driven

\*\*\*Attach copy of mapquest to validate mileage being requested for reimbursement

\_\_\_\_\_

**Subsistence:**

Attach the following if you are requesting meal and/or hotel reimbursement:

Conference/Meeting Agenda

Athletic teams traveling for athletic competitions, submit travel itinerary in lieu of conference agenda

\_\_\_\_\_

\_\_\_\_\_

Meals - indicate per diem amount of each meal in appropriate column (In-State/Out-of-State)

\*\*\*Any meal provided during the conference is not reimbursable

\_\_\_\_\_

Hotel - indicate amount (room and tax) in appropriate column (In-State/Out-of-State)

\*\*\*Submit itemized hotel receipt with a \$0 balance due. The receipt should indicate the payment amount, method of payment (cash, check, visa, mastercard, amex etc...), the last four digits of the credit card used. If any of the information is not provided on the submitted receipt, a copy of the credit card statement that shows the payment will be required.

\_\_\_\_\_

\*\*\*If paid by check, a front and back copy of the check that has cleared the bank is required.

**Other Expenses:**

Attach the following if you are requesting reimbursement of any of the above misc expenses:

Conference/Meeting Agenda

Athletic teams traveling for athletic competitions, submit travel itinerary in lieu of conference agenda

\_\_\_\_\_

\_\_\_\_\_

Registration - submit original receipt

\*\*\*If payment was made by credit card, the receipt must indicate method of payment, amount of charge and the last four digits of the card or a copy of the cc stmt may be requested.

\_\_\_\_\_

\*\*\*If payment was made by check, a front and back copy of the check that has cleared the bank is required.

\_\_\_\_\_

Gas (Rental Car) - submit original gas receipt and copy of rental agreement

\*\*\*The original gas receipt must indicate the gallons pumped, amount per gallon and payment amount. Prepay gas receipts are not acceptable and will not be reimbursed.

\_\_\_\_\_

Airline Baggage Fees - submit original receipt

\_\_\_\_\_

Taxi/Shuttle - submit original receipt

\_\_\_\_\_

Public Transportation - submit original receipt

\_\_\_\_\_

Tolls - submit original receipt

\_\_\_\_\_

Internet Charges - submit original receipt

\_\_\_\_\_

Business Phone Calls - submit original receipt

\_\_\_\_\_

Luggage/Bellhop Tips - no receipt required but may not be excessive

\_\_\_\_\_

Parking - submit original receipt

\_\_\_\_\_

**Univesity Prepaid Registration, Hotel or Airfare:**

Prepaid Registration - submit conference agenda and receipt (if possible)

Prepaid Airfare - submit all boarding passes

\_\_\_\_\_

Prepaid Hotel - submit an itemized hotel receipt with a \$0 balance due

\_\_\_\_\_

**Received a Cash Advance for Student Meals:**

If the employee paid the restaurant(s) directly for the meals, submit original itemized receipt(s)

\_\_\_\_\_

If money was distributed to the students, submit documentation signed by the student indicating the amount the student received and the date received

\_\_\_\_\_

Attach the following:

Conference/Meeting Agenda

Athletic teams traveling for athletic competitions, submit travel itinerary in lieu of

\_\_\_\_\_

\_\_\_\_\_

conference agenda

Deposit remaining funds at the Cashier's Office into 832212-G13800 and attach copy of  
Cashier's Receipt

\_\_\_\_\_