



Exception:

If yes provide explanation in travel reimbursement and check the exception noted box

Check List

Was travel approved before trip? If not need exception for the after-the-fact travel
(not required for mileage /parking)

Business Purpose approval (email, travel request, etc.)

Travel exceeds approved amount by more than 20%, additional approval obtained

Special Circumstances

If personal time is taken while on business, a comparison will have been done prior to the travel request

If travel was international a currency conversion listed for all expenses is required

Airfare

Boarding pass or flight itinerary attached

Meals served on plane are deducted from per diem

Business class ticket was purchased for flights exceeding 5 consecutive hours

Prohibit the purchase of seat upgrades or priority boarding (early bird check-in) w/university resources

Hotel

Travel was 45 miles away from home/work

Rate charged is no more than 2X the Federal government per diem rate (payment must not exceed the conference rate at the Convention site)

Rental/Personal Vehicle

Rental car receipt shows the date, points of departure/arrival time and the cost

Cost comparison indicating cost of driving versus flying attached

Insurance coverage added (CDW/LDW/DW & Liability) if car is not rented from National or Enterprise

MapQuest or mileage log attached for mileage reimbursement)

Reimbursed for the total distance from their residence to the alternate location(s) **less** the travelers normal Commute (see FAQ for examples)



Meals

Per diem requested does not include provided meals (meals provided by airlines, conferences, business meals, etc.)

Per diem rate calculated correctly

Have the departure and arrival times been updated on the reimbursement request (if different from the Travel request) to accurately determine per diem request

Allowance for first and last days of travel is up to 75% for the full Per Diem rate (if applicable)

Actual meals are equal to or less than the per diem rate available

Miscellaneous expenses

Original itemized receipts or equivalent documentation for any individual business travel expense in excess of \$50

Registration documentation and/or itinerary is attached

Detailed description and associated business travel purpose must be documented for expenses other than transportation, conference registration, meals and lodging under \$50

Tip for taxi's must not exceed 20% of total