

TRAVEL REIMBURSEMENT CHECKLIST



AIRFARE

- DETAILED ITINERARY
- PROOF OF PAYMENT (must show itemized charges and payment)

LODGING

- DETAILED SUMMARY OF FEES
- PROOF OF PAYMENT (must show itemized charges and payment)

MEALS

Meal per diem is calculated for you. You do not need to provide receipts.

- SPECIFY MEALS YOU DID NOT PAY FOR (i.e. meals at conferences or on an airplane.)

FUEL/MILEAGE

Fuel/Mileage cost is calculated for you. You do not need to provide receipts.

- SPECIFY STARTING AND ENDING LOCATIONS

MISCELLANEOUS

All other expenses (i.e. taxi, bus, train, parking, etc...)

- PROOF OF PAYMENT (must show itemized charges and payment)

