

Travel Reimbursement Form Checklist

Please be sure the below items are filled in or attached to your travel reimbursement form, if not the form will be returned to your campus/department. Also see the unallowable travel expenses below.

- ☐ **Dates of trip are filled in**
- ☐ **Destination and Purpose are filled in**
- ☐ **Dates and Times are filled in**
- ☐ **AM/PM box checked**
- ☐ **Mileage backup attached, if applicable**
- ☐ **Conference agenda attached**
- ☐ **Federal travel has detailed meal receipts attached**
- ☐ **Local travel is per diem correct**
- ☐ **Detailed lodging receipt attached**
- ☐ **Share Lodging are filled in**
- ☐ **Lodging overage approval attached, if applicable**
- ☐ **Incidental detailed receipts attached**

Unallowable Travel Expenses

- **Snacks**
- **Dry cleaning and laundry**
- **Alcoholic beverage**
- **In-room movies**
- **Any and all spouse-related travel costs**
- **Federal funds do not allow tips or gratuities**

Travel Dos

- **Do attach Mapquest or Google maps when you drive your personal vehicle**
- **Do attach detailed meal receipts, if using federal funds**
- **Do attach all pages of your lodging/hotel receipt**
- **Do tape receipts to a sheet of paper**

Travel Don'ts

- **Don't attach Mapquest or Google maps when you do not drive your personal vehicle**
- **Don't attach only the last page of your lodging/hotel receipt**
- **Don't put tape over business information and amounts**