

Use this checklist BEFORE you send a travel claim to the Travel Office:

- Have you supplied clear, legible, fully itemized and finalized copies of each required receipt? If not, have you supplied the appropriate Lost/unobtainable receipt form? Note: reservation confirmations do not qualify as receipts.
 - Flight receipts must show the full itinerary (with the flight class of each leg indicated), name of traveler, date of purchase, dates of travel, itemized list of costs, and service fee.
- Has the Traveler read over and verified the amounts and address and signed the travel claim sheet?
- Are all receipts on 8 ½ x 11 paper (either taped or copied)?
- Have you stapled the Claim Cover Sheet and all required receipts together before sending to the Travel Office?
- Have you submitted this claim for approval in BASIS or WebBASIS?
- Have you approved all Administrative Tcard charges to this TA?
- For anything listed in a miscellaneous field have you provided a full explanation/justification? This excludes Fuel, Train, Baggage and anything requiring its own form (Official Business Meals and Memberships).
- If the traveler did not return to the original departure city have you provided a complete comment explaining why?
- For Official Business or group meals have you provided full itemized receipts? Please do not send meal receipts that are not either an Official Business Meal, or a part of a Group Trip (on a Group TA).
 - For Official Business Meals have you provided the required Business Justification for Meals and Entertainment form?
- If a Membership was purchased in conjunction with a registration have you provided the required Membership Justification Form?
- Have you move all taxi tips out of the taxi fields and placed them in the meals field? Tips are only reimbursable as incidental expenses subject to the Federal Per Diem rates.
- If the traveler is claiming mileage for local or several trips at once, have you provided a mileage log?
- If charges were incurred in a foreign currency, have you provided dated currency conversions or proof of payment amount (from credit card statement) for each charge? This does not apply to Traveler Tcard charges.
- If the traveler drove instead of flying, have you provided a complete explanation as to why? If the reason is due to cost, documentation of ticket cost for exact dates must be included.
- Have you ensured that one employee is not claiming expenses for another employee?
- If the lodging receipt indicates that more than one person stayed in the room have you either
 - Certified that the rate was not affected by occupancy (this is only applicable if one of the guests was not another employee)?
 - Divided the room costs between employees to reflect only their own portion of lodging?
- If the flight was purchased less than 14 days in advance, have you provided a justification for why this was necessary? This is only required for Non-Anthony Travel receipts.
- If a car was rented outside the mandated contracts with Enterprise, National or Hertz have you supplied an acceptable justification for renting out of contract? Note: cost savings is not an acceptable justification.
- If the traveler rented out of contract have you removed the extra insurance from the reimbursables section as this is not allowable per state regulations?
- If your traveler has a Reasonable Accommodation approval from the OEOC have you provided the copy of that letter with this claim?
- Have you scanned or made a copy of the complete claim before sending to the Travel Office?