

Expense Report Reminders

- Double check your expense items and make sure they are correct (i.e., using Airfare – Commercial and not Airfare – Charter)
- Have you supplied clear, legible, fully itemized copies of each required receipt? If not, have you supplied the appropriate lost/unobtainable receipt form?
 - Flight receipts must show full itinerary (with 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 reviewed the expense report and approved it in Workday?
- Have all administrative travel card charges been reassigned to the appropriate traveler?
- Have you provided a full justification for any travel expenses that require their own form (Official Function or Memberships)?
- For Official Business or group meals, have you provided fully itemized receipts and the Official Function Form?
 - Only send meal receipts for official functions or group meals. Please do not submit individual meal receipts to the Travel Office.
 - Have you used the “Food & Beverage” expense item for any official meals (i.e., donors) or events (i.e., food for recruiting event)?
- If a membership was purchased in conjunction with a registration, have you provided the Membership Justification Form?
- Have you removed all taxi/Uber/Lyft tips off the expense line and added them into your meals per diem? Remember: tips are only reimbursable as incidental expenses and are subject to federal per diem rates.
- If the traveler is claiming mileage, have you provided a mileage log or a screengrab from Google Maps showing the exact location and mileage to be claimed?
- If a traveler decided to drive instead of fly, have you provided a complete explanation why? If the reason is due to cost, documentation of ticket cost for the exact dates must be included.
- Have you ensured that one employee is not claiming expenses of 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 (only applicable if one of the guests was NOT another employee); OR
 - Divided the room costs between employees to reflect 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?
- If a car was rented outside of the Enterprise, National, or Hertz contracts, have you supplied a justification for renting out of contract? Note: cost savings is not an acceptable justification.
- If the traveler rented outside of contract, have you removed the extra insurance from the reimbursable section? Note: extra insurance is not allowable per state regulation.
- If the traveler has had a reasonable accommodation request approved by OEOC, have you provided the copy of that letter with the expense report?