

Use this checklist BEFORE you submit your expense report

- Does your expense report have a clear business purpose stated in the justification field including destination, official travel dates, and the benefit to the university?
- Does your Expense Report require a Spend Authorization? If so, please create the ER from the Spend Authorization or attach the Past Travel Justification form with all pertinent signatures.
- 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?
 - 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.
- If the traveler did not return to the original departure city, have you provided a complete comment explaining why?
- Is there any additional airfare seating purchased? Should that be marked as a personal expense? If no, please enter justification.
- Are all current travel card transactions included on the expense report? (If conference registration fees are paid with Tcard, ensure that charge is not being reimbursed to the traveler.)
- For Expense Items using the Other Travel Expenses, have you provided a full explanation/justification? This includes Transaction fees for currency conversion, etc.
- If a required receipt is in a foreign language, have you translated the items purchased?
- If a membership was purchased in conjunction with a registration, have you provided the required Membership justification form?
- Are you claiming meal reimbursement for conference travel? If so, have you provided the conference agenda and deducted meals provided by the conference registration?
- If the traveler is claiming mileage for vicinity miles, have you listed it on separate lines for each trip? Is the round-trip mileage for the travel expensed separately on its own expense line?
- 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 airfare for exact dates must be included. The lesser of the amounts will be allowed.
- 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 necessary?
- Anthony Travel must be used for airfare if payment method is a university travel card. Prior written approval from the Travel Office should attached to the expense report if Anthony Travel is not used.

- If a car was rented outside of the state mandated contracts, have you supplied an acceptable justification for renting outside of the contract? **NOTE:** Cost savings is not an acceptable justification. (Does not pertain to international rentals.)
- If a car was rented outside the state contract, have you removed the extra insurance from the reimbursables sections, or marked as personal item, as this is not allowable per state regulation. (Does not pertain to international rentals.)
- If you are renting a vehicle larger than a full-size sedan and it is not group travel, please provide justification for the additional expense.
- If the traveler has a Reasonable Accommodation approval from OEOC, is a copy of the accommodation letter attached to the expense report?
- For Group Meals or Guest Meals, have you attached legible itemized receipts?