

## Expense Report Reminders

- ☐ Have all administrative travel card charges been reassigned to the appropriate traveler? Have all reassigned Tcard charges been attached to the Expense Report?
- ☐ Is the traveler aware he/she must review and approve the expense report in Workday?
- ☐ Provide a detailed legitimate business purpose in the Memo and/or Justification fields. Include the benefit to the University, dates of the event, mandatory or optional, presenting or attending.
- ☐ Double check your expense items and make sure they are correct (i.e., using Airfare – Commercial and not Airfare – Charter or not using expense items with Official Business in the description for conference attendance.)
- ☐ 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.)
- ☐ 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/Guest Meals. Please do not submit individual meal receipts to the Travel Office.
  - ☐ Have you used the “Guest Meals” expense item for any official meals (i.e., donors) or events while on Travel status? *Pcards should be used for **local events** within Madison, Washington and Benton counties. If requesting personal reimbursement, please use the Expense Item of Food and Beverage on the Expense Report.*
- ☐ 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 the 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 saving 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?