
TRAVEL EXPENSE REIMBURSEMENT CHECKLIST

Before submitting a Travel Expense Voucher to the Payroll and Disbursements Office, please review the checklist below to make sure the form is complete and accurate. Incomplete vouchers will be returned to the traveler. The traveler will be responsible for making corrections or supply missing information.

- Employee ID#
- Travel authorization#
- Name and home address
- Fund, department, and cost center
- Department name and contact
- Business purpose
- Dates of travel
- Location of travel
- Proper signatures
- Original itemized receipts showing exactly what was purchased and proof of payment is required. Copies of receipts will not be accepted. Credit card statements showing total amounts only will not be accepted.
- Accurate mileage including a MapQuest printout, odometer reading or mileage log
- Justification must be provided for any miscellaneous hotel expense such as phone or Internet.
- Meal per Diem is used based on location and the [GSA Website](#). There must be an overnight stay in order to receive meal per diems.
- If hosting a meal receipts are necessary and must be itemized as well as show the payment.
- International Travel, complete spreadsheet and provide credit card statement with receipts or provide conversion rates

More information can be found on the [Travel Website](#).