


Travel Expense Submission Checklist for Traveler and Budget Approver

(Note: not all inclusive)

Category	Description	 if included
<i>Travel Authorization:</i>		
1	Approved Travel-Authorization (unless standing authorization is on file), is attached	
2	If all, or a portion of the expense is paid by a Sponsor, this is indicated on the form	
3	The expense dates correlate to the authorized T-Auth travel dates	
<i>Expense Report:</i>		
1	Employee has disclosed any "Conflict of Interest" in relation to the travel on the expense report	
2	Expenses are allowable and reasonable	
3	Original paid receipts are attached, where applicable	
4	Flight-cost-comparison attached, if applicable	
5	Car-cost-comparison attached, if Tier 1 Mileage is claimed	
6	Reduced per diem rates claimed for first and last day	
7	Conference agenda is attached	
8	Receipts in foreign language and currency has been translated and/or converted	
9	Correct account chartfield and current budget period has been used on expense report	
10	Expense report is signed	