

Traveler Post-Travel Check List

Receipt dates are within the dates of travel.

Receipts

Itemized - required for travel expenses over \$25

Itemized - required for lodging, rental vehicles, registration, airfare, regardless of the amount.

Internet Airfare

Receipt required. Copy of itinerary from internet provider as well as justification such as there is a savings or convenience advantage

Registration

Receipt with a zero-balance due is proof of payment. Other forms of proof of payment include: credit card receipt, bank or credit card statement, copy of cancelled check. Be sure to **REDACT** all account numbers.

Mileage

Breakdown of mileage provided if mileage claim exceeds Mapquest/Google, etc. calculation
Breakdown included for all field mileage
Destination provided for each mileage claim

Gas

Receipts are provided for all gas claims regardless of amount.

**Gas and Mileage cannot be claimed together
It is one or the other.**

Rental Car

Actual contract (proof of payment) is provided **not** the rental agreement or estimated charges. Mileage **cannot** be claimed for rental cars

Lodging

Original hotel folio provided
Only claiming single occupancy-information provided if occupancy reads 2 or more on the folio.
Only claiming room and taxes (no misc. charges)

International

Provide exchange rate or **redacted** card statement with amount in USD.

Miscellaneous

Receipts are provided regardless of dollar amount for any non-travel expenses (supplies, services, abstract fees, etc.)