

Travel Reimbursement Checklist Without an Existing TA

Gather travel information from the traveler:

Confirm the traveler has TEM Profile

Trip Begin Date

Trip End Date

Destination:

In-State

Primary Destination

Dates at each destination if multiple destinations made during the trip

Business purpose/justification/description

Meals provided so it can be removed from the Per Diem table

Receipts - if applicable: only required if an expense exceeds \$25. Some expenses require receipts regardless of amount.

Airfare - if self-purchased include justification

Registration

Accommodation/Hotel

- Deduct personal expenses - food, drink and tips.
- Subtotal various expenses - parking, telephone and internet.

Shuttle

Taxi

Car Rental

- Deduct insurance if the traveler is an employee.

Any additional receipts related to the trip - registration, shuttle, mileage, taxi, baggage fees, car rental, ect.

Confirm Account Number(s)

Confirm Sub-account and/or Project if applicable

Enter travel information into Travel Reimbursement:

Enter only Primary Destination and Trip End Date in the Business Purpose in Trip information Section

- This information will be printed on check stub; and included as subject line on email communications.

Enter Business purpose/justification/description onto the Explanation or Notes and Attachments section

Check the box "Final Reimbursement"

Create Per Diem section

Add additional expenses in Actual Expense section

Click Add on the Accounting Lines

Assign Account number(s)

Select Payment Method - preferably P-Check/ACH

Attach legible receipt(s) in .pdf format in Notes and Attachment section

Add Notes and Attachments if applicable

Check the box "Traveler Certification" - if the traveler creates TR