TRAVEL REIMBURSEMENT CHECKLIST

To assist with your pre-travel plans & submission of your post Travel Expense Request (TER). Please utilize this checklist of required documents to be submitted, if applicable.

☐ Departure and Return dates and times for your trip (from & to work/home)

☐ Flight itinerary (departure & arrival times with itemized airfare charges are required). Please note that line items listed as additional charges to airplane seating are considered upgrades and cannot be reimbursed.

☐ Conference Registration fees (receipt & conference agenda including itinerary are required [any meals provided should be listed on the conference itinerary])

☐ Lodging receipt (make sure you ask for the government rate and what is needed to get that rate[KU ID, KU Letter, State Visa Card, Tax exempt Cert] and your name on the receipt, note meals provided by hotel)

☐ Meals and Tips to maids/porters/doormen/bellhops are included in your per diem amount for meals and incidentals (M&IE)

☐ Other costs incurred during your trip with receipts (business name, date, and amount required on all receipts. Some types of receipts require additional information) :
  o Airport parking receipt
  o Airline baggage fees
  o Airline Wi-Fi fees
  o Official Business Telephone, Faxes or Internet Access fees
  o Rental Car (itemized receipt with a breakdown of expenses, and your name on it)
  o Fuel receipts (itemized receipt with the number of gallons, price per gallon, total amount)
  o Shuttle/taxi receipts (include explanation on receipt [ex: from hotel to airport; from airport to home; from hotel to meeting])
  o Tolls

☐ Do you need mileage reimbursement? Y/N
  o If yes,
    Reimbursement is based on the shortest available route from home or designated work place, unless other documentation is provided which supports an acceptable alternate route.
      ▪ For round trip from Lawrence to Kansas City International airport (MCI), the standard 110 miles for KURES/UKANS funding will be used unless your home is closer to the airport.
        o If no mileage reimbursement, please explain why (taxi, shuttle, shared ride).

☐ Do you receive a cash advance? Y/N
  o If yes,
    ▪ Provide the amount of advance

☐ Identify all prepayments and was any portion of your trip reimbursed or paid for by another party? If yes, please provide detailed information including who or what. (ex: rode in car rented by Jay Hawk; University of Florida provided lodging and shuttle service from hotel to meeting)

☐ Please list any personal time.

☐ If you received a travel award from KU, please provide a copy the notification you received.

☐ For international trips: a daily itinerary of activities (travel days, seminar(s), personal day(s), business meeting(s), etc.)

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