

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**) :
 - Airport parking receipt
 - Airline baggage fees
 - Airline Wi-Fi fees
 - Official Business Telephone, Faxes or Internet Access fees
 - Rental Car (**itemized receipt with a breakdown of expenses, and your name on it**)
 - Fuel receipts (**itemized receipt with the number of gallons, price per gallon, total amount**)
 - Shuttle/taxi receipts (**include explanation on receipt [ex: from hotel to airport; from airport to home; from hotel to meeting]**)
 - Tolls
- Do you need mileage reimbursement? Y/N
 - 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.
 - If no mileage reimbursement, please explain why (taxi, shuttle, shared ride).
- Do you receive a cash advance? Y/N
 - 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.)