# Kohler/International Travel Fund
## Reimbursement Checklist and Instructions
## for Departmental Administrative Assistants*

*To be filled out by the person who handles the processing of TRV's in your department (for auditing purposes and faster reimbursements). Be sure to follow all university approved procedures for reimbursement and obtain appropriate signatures.

Awardee's Name

Department

Administrative Assistant Name

Administrative Assistant Telephone Number

Administrative Assistant Email Address

## Reimbursement Checklist (Please complete and attach the following items):

☐ **Original TRV-01**

- The TRV-01 Form can be found at  http://acb.uncg.edu/accounting-forms/
- The TRV-01 must have the top portion filled out '**before'** travelling abroad.  Please remember to obtain awardee's signature and the signature of the appropriate dean or department head giving the awardee permission to travel.
- The TRV-01 must be filled out completely '**after'** awardee returns and signed by the awardee and appropriate dean or department head. Please include the departmental fund number(s) for any expenses to be  covered outside Kohler or ITF. *Remember to cite any p-card purchases on the TRV-01 according to P-Card instructions.*

☐ **All original receipts related to travel along with a copy of IPC award letter**
*If any receipts are missing please attach a letter stating which item is missing and why it is missing.  Address any questions related to missing forms to Valerie Nall in Accounts Payable.)*

☐ **Photocopy completed TRV-01 and all receipts (for our records.)**

☐ **Please paperclip this checklist to the awardee's TRV-01, original receipts, and any other supporting documents and HAND deliver to:**

Jennifer Kelley, International Programs, 207 Foust Building,
Contact email: jlkelley@uncg.edu

Jennifer Kelley will fill in the appropriate fund number relating to the awardee's award and

Penelope Pynes must sign before the TRV-01 is considered complete.

IPC  will forward the completed TRV-01 and all original receipts to Accounts Payable.

This form can be found at:   http://www.uncg.edu/ipg/Kohler-ITFreimbursementchecklist.pdf