TRAVEL REIMBURSEMENT CHECKLIST FORM

Please attach all **original** receipts for expenses you are requesting reimbursement. If the original is not available, indicate so with an explanation (i.e. lost, never received).

Name: _____Employee ID:_____ Vendor No:_____

Home Address (required for non-employees):_____

Destination: _____

Conference-Meeting Title/Location/and Dates:
_____

Documentation requirements: document from event host/sponsor showing meeting dates and location (i.e. front page of program/brochure).

PUBLIC (AIR) TRANSPORTATION: Total public transportation: _____
Did the traveler fly*☐or drive**☐?
Did the University prepay airfare? Yes ☐ No*☐
    *If no, how was it paid: _____

Documentation requirements:
- Flight itinerary
- UCTA quote - If airfare* not purchased through a University-contracted travel agency (UCTA) or claimant chose to drive**, an airfare quote must be obtained from a UCTA prior to travel listing: source, name of person giving quote, date, and quote amount. Can only reimburse the lesser of the two. Use the Airfare vs. Mileage Comparison Form on AP Website for a complete driving comparison.

TRAVEL TIME :
    Date Departed: _____   Time: _____   AM☐ PM☐
    Date Returned: _____   Time: _____   AM ☐ PM☐
    Total: _____Days _____Hours _____Minutes
    M&IE Per Diem Rate (Based on City/County of lodging): _____

Documentation requirements: If per diem is being claimed attach GSA printout. If using NACO county reference (when city is not listed on GSA site), print NACO site in addition to the GSA printout.

MILEAGE: Vehicle Tag # _____ (**required if claiming mileage**)
            Mileage to airport_____ from work☐ / home☐ Regular scheduled work day? Yes☐ No ☐
                 from airport_____ to work☐ / home☐ Regular scheduled work day? Yes☐ No ☐

Mileage to temp work site (meeting, etc) _____ from work☐ / home☐ Regular scheduled work day? Yes☐ No☐
    from temp work site (meeting, etc) _____ to work ☐ / home☐ Regular scheduled work day? Yes☐ No ☐

Documentation requirements:
- ODOT (http://www.okladot.state.ok.us/hqdiv/p-r-div/howfar/okmile.htm) printout for Oklahoma mileage.
- Mapquest (http://www.mapquest.com/) printout for all other mileage.

HOTEL: Total hotel: _____

1. Was your hotel designated by the sponsor of the meeting? Yes ☐ No*☐
   *If no, why? _____

2. Was the rate you were charged the documented designated single room rate? Yes ☐ No*☐
   *If no, why? _____

3. Did you lodge with another OUHSC employee? Yes ☐ No ☐ If yes, who?_____

Documentation requirements:
- Documentation from the sponsor (i.e. brochure, etc) reflecting the name(s) of designated hotel(s) and the single room rate.
- Hotel folio/receipt reflecting a zero balance. Indicate on the folio any incidental charges that were for University business.

REGISTRATION: Total registration: _____

1. Was a registration fee paid? Yes* ☐ No ☐
   - *If yes, please check: ☐Prepaid by OUHSC, how:_____ ☐Paid by the Claimant
2. If a Registration Fee was paid (regardless of the method) indicate number of meals included in the registration fee: _____. (NOTE: Continental breakfasts and receptions are excluded.)

Documentation requirements:
- Agenda to verify number of meals provided.
- If a Registration Fee was paid by the claimant:
  - a copy of the registration form
  - a paid receipt reflecting billing information or a copy of their personal check/credit card statement

LOCAL TRANSPORATION: Total local transportation: _____

1. Taxi: $_____ Shuttle: $_____ NOTE: Gratuities of 15% or less are reimbursable.
2. Was a rental car obtained? Yes *☐ No ☐ *If yes, amount: $_____

Documentation requirements:
- Business justification <u>and</u> to/from locations for any local transportation.
- Taxi/Shuttle receipt(s). (Note: if receipt(s) is lost and less than $25 each, can note "lost", itemize each cost and submit without a receipt. For $25 or more, must submit a lost receipt form).
- Business justification for rental car vs. taxi/shuttle. If no business justification, or if justification is price related, then cost comparison will be required.

MISC: Total misc: _____

1. Airport Parking $_____(see OUHSC Travel Policy for allowed daily amounts for Tulsa/OKC airports)
2. Internet/Telephone usage $_____
3. Tolls $_____ Receipt? Yes ☐ No ☐
4. Other $_____ Description:_____

Documentation requirements:
- Parking receipt (s). (Note: if receipt(s) is lost and less than $25 each, can note "lost", itemize each cost and submit without a receipt. For $25 or more, must submit a lost receipt form).
- Hotel or other receipts showing internet/telephone usage charges.
- Toll receipts(s). (Note: if receipt(s) is lost and less than $25 each, can note "lost" or "not provided", itemize each cost and submit without a receipt. For $25 or more, must submit a lost receipt form. For tolls, you can document amounts by printing the calculations from pikepass.com.).
- Receipts/documentation of any other charges being claimed.
- Business justification for internet/telephone usage.