

**Travel Expense Checklist**

- \_\_\_\_\_ Employee Name
- \_\_\_\_\_ Employee Number
- \_\_\_\_\_ Mailing Address (home address including city, state, and zip code)
- \_\_\_\_\_ Vehicle Tax Number (if mileage reimbursement is requested)
- \_\_\_\_\_ School/Facility Number (base or primary location)
- \_\_\_\_\_ Employee Title
- \_\_\_\_\_ Budget Number (Supervisor approving the request should include this number, or, if employee has supplied, supervisor should ensure its accuracy and that there are sufficient funds allocated to the budget number for that particular travel expense form.)
- \_\_\_\_\_ Date(s) (of travel)
- \_\_\_\_\_ Times of departure and arrival (for each day that mileage is being claimed for each destination)
- \_\_\_\_\_ Origin/Destination (See #13 and include the address.)
- \_\_\_\_\_ Odometer (depart and return daily each time the vehicle is used) Mileage for personal travel during travel status may not be included.
- \_\_\_\_\_ Subsistence (Food – No receipts are needed unless exceptions listed in #2 and #9 apply.)
- \_\_\_\_\_ Employee Signature and Date
- \_\_\_\_\_ Supervisor’s Signature and Date

**Attachments:**

- \_\_\_\_\_ 1) Original Receipts – Lodging
- \_\_\_\_\_ 2) Original Receipts – Registration
- \_\_\_\_\_ 3) Original Receipts – Parking
- \_\_\_\_\_ 4) Original Receipts – Taxi, Air Fare, Mass Transit
- \_\_\_\_\_ 5) Agenda/Brochure (copy is acceptable; must include location, dates, and daily agenda of conference)
- \_\_\_\_\_ All forms (Travel Expense Statement, Pre-Approval Form printed on white paper) must be completed using the fill-in electronic form (travel only) or the standard printed form with blue or black ink.

REQUIRED PRE-APPROVAL AND TRAVEL FORM ATTACHMENTS

PRE-APPROVAL FORMS (IN-STATE AND OUT-OF-STATE)

- PRINTED DOCUMENTATION TO SUPPORT THE CONFERENCE NAME, DATE, TIME, AND PLACE (FOR EXAMPLE, WHEN YOU WERE NOTIFIED THAT THE CONFERENCE WOULD TAKE PLACE, SEND THE NOTIFICATION (EMAIL, WEBSITE INFO, LETTER, BROCHURE, ETC.) THAT YOU RECEIVED. CONFIRM THAT ALL INFORMATION IS AVAILABLE ON THE DOCUMENT THAT YOU ATTACH TO THE PRE-APPROVAL FORM.

EMPLOYEE TRAVEL EXPENSE STATEMENT

- ORIGINAL HOTEL RECEIPT
- ORIGINAL AIRFARE RECEIPT
- ORIGINAL TAXI/PUBLIC TRANSPORTATION RECEIPT(S)
- ORIGINAL REGISTRATION FEES RECEIPT
- CONFERENCE BROCHURE/AGENDA WHICH SHOULD INCLUDE A DAILY SCHEDULE
- NO MEAL RECEIPTS ARE REQUIRED UNLESS YOUR SCHEDULE REQUIRED THE PURCHASE OF A MEAL INSTEAD OF THE ONE THAT WAS PROVIDED BY THE CONFERENCE.

NOTE: IF MILEAGE IS BEING CLAIMED FOR REIMBURSEMENT, THE ACTUAL ODOMETER READINGS ARE REQUIRED FOR EACH DESTINATION VISITED.