

Expense Report Checklist

You may use this guide as a reminder of items that may need to be included in your expense report. Depending on your travel, some of the following items may not be relevant.

It is highly recommended to submit your expense report as soon as possible and no later than 60 days after your travel end date.

Please reach out to One-Stop Travel Services if you have any questions.

- ☐ Receipts for expenses*
 - ☐ Hotel Folio (Payment Receipt)
 - ☐ Air (Itinerary with Receipt)
 - ☐ Registration
 - ☐ Car Rental
 - ☐ Transportation
 - ☐ Other Business Expenses (ex. luggage fee, gas for rental)
 - ☐ *When itemizing expenses, be sure to include all trip expenses (not just out-of-pocket) in order to validate the total business cost of the trip.*
- ☐ Location-based per diem for meals & incidentals with overnight stay
 - ☐ If any meals were provided, include supporting documentation (ex. conference agenda)
- ☐ Additional Supporting Documents – examples provided below:
 - ☐ Attendance Verification for Virtual Webinars, Conferences, Training, etc.
 - ☐ Conference Agenda
 - ☐ Mileage Claim Form or Google Map
 - ☐ Approved Request for Travel
 - ☐ Approved Travel Exception Form if applicable
 - ☐ Travel Memo and Insurance (International Travel)
 - ☐ Federal per diem for countries visited (International Travel)
 - ☐ Any other document required by your department

**Travel reimbursement requires a digitized copy of the original receipt, itemized, and must show the method of payment. If the receipt does not show the method of payment, a bank/credit card statement will need to be submitted instead.*