

Travel Expense Check off List:

GENERAL:

* Do you have a Reason for Trip? Is it complete (more than one word: “meeting”, “research”)? An example: Attend Monthly Development Meeting in Knoxville, TN 7/16/12 – 7/18/12.
* Are they spelled out in “Comments”?
* Have you given a reason for each destination?

AIRFARE:

* Is it in the Traveler’s name as the passenger?
* Is it Coach?
* Does the Airfare take them to the general area of the meeting?
* Have you provided proof of payment?
* Are the arrival and departure dates and times correct?
* Are the arrival and departure times match what is in IRIS?
* When pre-paying for future trip, does it show NON-REFUNDABLE?

LODGING:

* Is lodging in the same city as Destination or Travel?
* What is the CONUS rate for that city?
* Did you pay more than CONUS rate?
* If a Conference, do you have proof of the Conference Rate?
* Is receipt in the Traveler’s name?
* Do they have proof of payment?
* Do receipt dates match the dates of Travel?
* Are there other charges? For example: room services, movies, etc. these are considered personal and should be deducted? If internet service on hotel bill, is it charged separately in IRIS and justified?

AUTO RENTAL:

* Is it in the Traveler’s name?
* Is it a final receipt (not an estimate)?
* Is there proof of payment?
* Have they included insurance (CDW, PAI, RSP, etc.) additional driver charge (AAO) FF charges or direction finder devices charges?

REGISTRATION

* Is the receipt in the Traveler’s name?
* Do the conference dates match the Travel dates?
* Is there proof of payment?
* Does the Registration fee include any meals?

If so, make sure they were taken OFF the per-diem.

OTHER

* Items such as taxi, mileage, copies, phone calls, and internet will need explanation.