TRAVEL REIMBURSEMENT CHECKLIST

I. AIRFARE
   A. A receipt for on-line airfare purchases must show proof of payment, total amount paid, and have the traveler’s name on the receipt.

II. BUSINESS MEALS
   A. List of participants in business meals on voucher
   B. Original itemized receipt
   C. Agency head designee signature on voucher
   D. Prior approval in writing required

III. COMPLETED REQUEST FOR TRAVEL
   A. Include PR numbers on travel request form for:
      1. Enterprise rentals-separate PR required
      2. Airfare-separate PR required
      3. Prepaid registration-separate PO in eVA
      4. Submit with the travel reimbursement voucher.

IV. DATES OF TRAVEL AND LOCATION ON VOUCHER

V. JUSTIFICATION MEMO
   A. Must be provided when lodging is over allowable rate

VI. ORIGINAL RECEIPTS OR OTHER PROOF OF PAYMENT
   A. “0” balance for hotel
   B. “0” balance for registration
C. Parking

D. Gas

E. Tolls

VII. PRIOR APPROVAL

A. Agency Head Designee signature must be on all travel reimbursement vouchers, if it meets the following criteria:

1. Non-employee
2. Business meal-prior approval in writing required
3. Lodging up to 150% of guideline
4. Four or more employees attending conference, workshop, or meeting
5. President must approve all out-of-country travel

VIII. REQUIRED SIGNATURES

A. Traveler must sign and date travel reimbursement voucher PRIOR to the supervisor signature.

B. Supervisor must sign and date travel reimbursement voucher.

IX. TRAVEL SUBMITTED TO ACCOUNTS PAYABLE

A. Travel reimbursement vouchers should be submitted to the traveler’s supervisor within 30 working days after the completion of the trip.