Travel Reimbursement Checklist
From an Existing TA

Gather travel information from the traveler:

☐ Meals provided so it can be removed from the Per Diem table

Receipts – if applicable: only required if an expense is $25 or more.

☐ Airfare – if self-purchased

☐ Registration

☐ Accommodation/Hotel

- Deduct personal expense – food, drink and tips.
- Subtotal various expenses – parking, telephone and internet.

☐ Shuttle

☐ Taxi

☐ Car Rental

- Deduct insurance if the traveler is an employee.

Entering travel information into Travel Reimbursement:

☐ Enter Business purpose/justification/description in the Explanation or Notes and Attachments section.

- This information is not automatically copied over from the TA.

☐ Adjust the Per Diem Table

☐ Enter actual expense (s)

☐ Click Add on the Accounting Lines

☐ Assign Account number(s)

☐ Select Payment Method – preferably P-Check/ACH

☐ Attach legible receipt(s) in .pdf format in Notes and Attachment section

☐ Add additional Notes and Attachments if applicable

- This information is not automatically copied over from the TA.

☐ Check the box "Final Reimbursement" to clear all encumbrance for this trip/TA

☐ Check the box "Traveler Certification" – if the traveler create both TA and TR