Travel Reimbursement Checklist
Without an Existing TA

Gather travel information from the traveler:

- ☐ Confirm the traveler has TEM Profile
- ☐ Trip Begin Date
- ☐ Trip End Date

  Destination:

  - ☐ In-State
  - ☐ Out of State
- ☐ Primary Destination
- ☐ Dates at each destination if multiple destinations made during the trip
- ☐ Business purpose/justification/description
- ☐ 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 include justification
  - ☐ 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.
- ☐ Any additional receipts related to the trip – registration, shuttle, mileage, taxi, baggage fees, car rental, ect.
- ☐ Confirm Account Number(s)
- ☐ Confirm Sub-account and/or Project if applicable

Enter travel information into Travel Reimbursement:

- ☐ Enter *only* Primary Destination and Trip End Date in the Business Purpose in Trip information Section
  - This information will be printed on check stub; and included as subject line on email communications.
- ☐ Enter Business purpose/justification/description onto the Explanation or Notes and Attachments section
- ☐ Check the box "Final Reimbursement"
- ☐ Create Per Diem section
- ☐ Add additional expenses in Actual Expense section
- ☐ 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 Notes and Attachments if applicable
- ☐ Ad-hoc Department Higher Authority
- ☐ Check the box "Traveler Certification" – if the traveler creates TR