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
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 exceeds $25. Some expenses require receipts regardless of amount.

Airfare - if self-purchased include justification
Registration
Accommodation/Hotel
• Deduct personal expenses - 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
Check the box "Traveler Certification" - if the traveler creates TR